



TOWN OF SEABROOK ISLAND

2001 Seabrook Island Road
Seabrook Island, SC 29455
(843) 768-9121

SC Freedom of Information Act Records Request

Any individual requesting copies of one or more public records from the Town of Seabrook Island under the provisions of the South Carolina Freedom of Information Act (FOIA) must submit a request in writing. This form is provided for the public's convenience in submitting a records request; however, use of this form is not required.

Written requests should be as specific as possible regarding details (names, dates, locations, topics, etc.) to ensure an accurate response. Requests may be submitted online, via mail or email, or delivered in person.

- Complete and submit an Online Records Request form at www.townofseabrookisland.org
- Return by email to fallbritton@townofseabrookisland.org
- Return by mail to Town of Seabrook Island, 2001 Seabrook Island Road, Seabrook Island, SC 29455
- Deliver in person to Seabrook Island Town Hall (2001 Seabrook Island Road) during regular business hours (Monday-Friday, 8:00 AM to 4:00 PM)

If you need assistance in completing or submitting a records request, please contact Faye Allbritton, Town Clerk/Treasurer, by phone at (843) 768-9121 or by email at fallbritton@townofseabrookisland.org.

REQUESTOR INFORMATION					
<i>Please provide information regarding the individual requesting the public record(s)</i>					
Date of Request					
Requestor Name					
Mailing Address	# Street				
	City		State		Zip
Email Address			Phone Number		

RECORD(S) REQUESTED	
<i>Please be as specific as possible to ensure an accurate response (attach additional sheets if needed)</i>	
Document Type	I would prefer to receive (select one): <input type="checkbox"/> Paper Copies <input type="checkbox"/> Electronic Files (if available)
Delivery Type	I would prefer to receive records via (select one): <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Pick Up @ Town Hall

Pursuant to §30-2-50(A) of the South Carolina Code of Laws, a person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the state for commercial solicitation directed to any person in the State of South Carolina.

OFFICE USE ONLY		
Date Received: _____	Assigned To: _____	Determination: _____
Records Provided: _____	Notes: _____	