

Date Received Stamp:

FREEDOM OF INFORMATION
CITY OF ORANGEBURG



Request being made by: _____

Address: _____

Information Being Requested:

Date of Request: _____

See Fee Schedule:

Simple Freedom of Information- Simple FOI requests	_____copies @ .25
Simple Freedom of Information-Copies of meeting CD	\$2.00 each
Simple Freedom of Information-Detailed FOI requests	_____copies @ .25
Detailed FOI requests will include the cost of staff time	TBD
Research	\$20.00 per hour
Postage	To be paid by person requesting information

All FOI requests will be completed as required by State Law in the time frame allowed by State Law. Any questions or concerns of this policy must be submitted to City of Orangeburg in writing.