

Mayor
Steve MacDougall

Mayor Pro-Tem
Hazel Livingston



Council
Kathy Maness
Todd Carnes
Ron Williams
Steve Baker
Todd Lyle

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS

DATE OF REQUEST _____

Traffic Camera Video is only available during a 72 hours timeframe following the incident.

REQUESTOR _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

EMAIL _____ **Phone** _____

PLEASE INDICATE DEPARTMENT REQUEST SHOULD BE FORWARDED TO:

_____ **LAW ENFORCEMENT**

_____ **BUILDING CODE (CERTIFICATES OF OCCUPANCY, BUILDING CODE VIOLATIONS, ETC.)**

_____ **ZONING CODE (ZONING DISTRICTS, ZONING CODE VIOLATIONS, ETC.)**

_____ **FINANCE**

_____ **UTILITIES**

_____ **INFORMATION TECHNOLOGY**

Note: Traffic Camera Video is only available for 72 hours within the incident date window.

_____ **OTHER** _____ **(PLEASE SPECIFY)**

DESCRIPTION OF RECORDS REQUESTED:

For Traffic Camera Video request be specific with the camera(s) and the timeframe. Failure to provide the correct date and time may result in the data not being available.

ARE THESE RECORDS FOR A COMMERCIAL USE/PURPOSE? _____ **YES** _____ **NO**

PURSUANT TO S.C. CODE ANN. § 30-2-50, A PERSON OR PRIVATE ENTITY SHALL NOT KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION OBTAINED FROM THE TOWN FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE. ALL PERSONS MAKING FOIA REQUESTS TO THE TOWN ARE HEREBY NOTIFIED THAT ALL PERSONS OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE IS PROHIBITED. A

PERSON KNOWINGLY VIOLATING THE PROVISIONS OF S.C. CODE ANN. § 30-2-50 IS GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT NOT TO EXCEED FIVE HUNDRED DOLLARS OR IMPRISONED FOR A TERM NOT TO EXCEED ONE YEAR, OR BOTH.

PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE THIS INFORMATION:

_____ INSPECTION AT TOWN OFFICES

_____ HARD COPY FOR PICK UP

_____ HARD COPY BY MAIL

_____ FAX TO: _____

_____ EMAIL TO: _____

_____ OTHER _____

_____ TRAFFIC CAMERA VIDEOS WILL BE PROVIDED ON THE APPROPRIATE MEDIA BASED ON THE SIZE OF THE VIDEOS.

IN ACCORDANCE WITH FOIA, THE TOWN OF LEXINGTON MUST:

- 1. FOR RECORDS LESS THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE TOWN'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 30 CALENDAR DAYS OF THE LATER OF EITHER TOWN'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE TOWN.** (The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.)
- 2. FOR RECORDS MORE THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE TOWN'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD WITHIN 20 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITH 35 CALENDAR DAYS OF THE LATER OF EITHER TOWN'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE TOWN.** (The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.)
- 3. FOR TRAFFIC CAMERA VIDEOS, THE VIDEOS ARE ONLY AVAILABLE FOR 72 HOURS FOLLOWING THE INCIDENT. ALL REQUESTS MUST BE MADE WITHIN THIS 72 HOURS PERIOD. ALL VIDEOS PROVIDED WILL BE ON A BEST EFFORT BY THE TOWN. FOR RECORDING LESS THAN 72 HOURS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE TOWN'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITH 30 CALENDAR DAYS OF THE LATER OF EITHER TOWN'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE TOWN.** (The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.)

THE TOWN MAY REQUIRE AN ADVANCE DEPOSIT OF UP TO 25% OF THE REASONABLY ANTICIPATED COSTS FOR REPRODUCTION OF THE RECORDS/VIDEOS PRIOR TO THE TOWN SEARCHING FOR OR MAKING COPIES OF RECORDS.

BY MY SIGNATURE, I HEREBY STATE THAT I HAVE RECEIVED INFORMATION ABOUT THE TOWN OF LEXINGTON'S FOIA PROCESS AND A COPY OF THE FEE SCHEDULE OUTLINING POSSIBLE CHARGES I MAY INCUR AS PART OF THIS REQUEST. I ALSO CERTIFY TO THE TOWN OF LEXINGTON THAT I WILL NOT USE PERSONAL INFORMATION OBTAINED FROM THE TOWN FOR PURPOSES OF COMMERCIAL SOLICITATION NOR WILL I PROVIDE SUCH PERSONAL INFORMATION TO OTHERS FOR PURPOSES OF COMMERCIAL SOLICITATION.

SIGNATURE: _____ DATE: _____

PLEASE SUBMIT REQUEST TO:

Town of Lexington, Town Attorney's Office, PO BOX 397, Lexington, SC 29071

or FAX 803-358-1567

or EMAIL townattorney@lexsc.com

FOR OFFICE USE ONLY Date Received: _____ Date of Initial Response: _____

Associated Fees: _____ Paid: _____ YES _____ NO