

**MEMORANDUM**

**To: Interested Parties and Members of the Public**

**From: Jerry Moore, FOIA Officer, Department of Pesticide Regulation**

**Subject: FOIA Requests and the South Carolina Family Privacy Protection Act.**

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Under the South Carolina Family Privacy Protection Act (SC Code Section 30-2-10 et seq) of 2002, no person or private entity shall obtain or use personal information obtained from a state agency for commercial solicitation directed to any person of the State. The agency is also required to notify all requesters of records that obtaining or using them for such commercial solicitation is prohibited and is a violation of the law.

Before we can release the information you have requested, we must ask that you sign and return this memorandum.

Please note that information directly related to an ongoing investigation cannot be released until the investigation is completed and closed. After an investigation case file has been closed, the FOIA request will then be filled as soon as possible.

There are no charges for FOIA requests for less than 100 pages of material or information on a single case file. For large requests, a charge of \$0.25 per page and a retrieval fee will be applied to cover the cost of document handling, retrieval and printing.

Requests can be faxed or returned by mail to:

ATTN: FOIA Request  
Clemson University Department of Pesticide Regulation  
511 Westinghouse Road  
Pendleton, SC 29670  
Fax: 864-646-2179

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Information Requested by FOIA:

As of this date, \_\_\_\_\_, I have requested material as described below from the Department of Pesticide Regulation. This information will not be used for commercial solicitation.

- Enforcement History for: \_\_\_\_\_  
(Business License #: \_\_\_\_\_ )
- Copy of Case File #: \_\_\_\_\_
- Insurance Carrier Information for: \_\_\_\_\_  
(Insurance Information Requested for Which Year (s): \_\_\_\_\_)
- Other (please specify): \_\_\_\_\_

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Name – please print

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Signature

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Mailing Address

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Daytime Phone Number

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E-mail Address