

**MEMORANDUM**

**16 October 2002**

**To: Interested Parties.**

**From: Cam Lay, Assistant Dept. Head, Dept. 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 in this State. The agency is also required to notify all requesters of records that obtaining or using them for such commercial solicitation is prohibited. Finally, agencies are required to take reasonable measures to ensure that personal information obtained from public records is not used in violation of the law.

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

Requests can be faxed to our department at 864.646.2179, ATTN: FOIA Request.

You may also return this form by mail to

Clemson University Department of Pesticide Regulation  
511 Westinghouse Rd  
Pendleton, SC 29670  
ATTN: FOIA Request

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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:\_\_\_\_\_.
- Copy of case file # :\_\_\_\_\_.
- Insurance carrier information for:\_\_\_\_\_.
- Other (describe):\_\_\_\_\_.

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Name—please print.

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Signature

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Address

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Daytime Phone