

Cherokee County

Department of Communications

122 Administrative Drive
Gaffney, South Carolina 29340
Telephone (864) 487-2742
TeleFax (864) 487-2775

To Whom It May Concern:

Your request for copies of records from the Department of Communications/E911 must be handled in a specific manner according to the SC Law.

You may request the information under the Freedom of Information Act. You must put your request in writing, stating the date, time and specifically what information you are attempting to obtain. The request can be mailed to Cherokee County 911 to the attention of Director Delisa Coggins, 122 Administrative Drive, Gaffney, South Carolina, 29340 or brought to the communications center at the above address.

Once your request is received it will be reviewed by the Director or the County Attorney to determine if the information being requested is covered under the Privacy Act. The county has 15 working days to provide you a reply to the request or the information requested. Under law we are allowed to charge a reasonable fee for obtaining the information and material on time. The cost will be \$10.00 per hour with a minimum of 30 minutes which may be requested in advance.

Another way to obtain the information is to hire an attorney and subpoena the information for court purposes.

Please understand that we are obligated to obey the law concerning the Privacy Act with no exceptions. Law Enforcement, Fire, and EMS personnel may obtain the information if they are conducting an official investigation.

If you have any questions concerning the Freedom of Information Act, you may contact the Communications Department at (864) 487-2742.