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### FACSIMILE TRANSMISSION

**DATE:** May 18, 2015

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**To:**

<b>NAME: RECORDS ACCESS OFFICER</b>	<b>FAX NO.:</b>	<b>PHONE NO.:</b>
So. Carolina Office of Small and Minority Business Assistance	4061 (803) 734-5010	

**FROM:** Donna Castany, Paralegal

**PHONE:**

(213) 891-5475

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May 18, 2015

(Via Facsimile)  
Records Officer  
South Carolina Office of Small & Minority  
Business Assistance  
1205 Pendleton St., Ste. 453C  
Columbia, SC 29201

Dear Sir/Madam:

Under the **South Carolina Freedom of Information Act, §30-4-10 et seq.**, I am requesting an opportunity to obtain copies of public records **including the Small Business Directory with classification codes**, as well as any personal information that you can provide as to each person or entity listed, including name, address (if possible), email addresses, telephone numbers, or any other information that you can provide with respect to the persons or entities listed.

If there are any fees for searching or copying these records, please inform me of the cost and I will have payment sent to you immediately. **If possible, please provide these records in a downloadable format, preferably Excel or CVS.**

The South Carolina Freedom of Information Act requires a response time within 15 business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Very truly yours,

BUCHALTER NEMER  
A Professional Corporation

By

  
Donna Castany  
Paralegal

cc: Richard Ormond, Esq. (via email)

5/18/2015

S.C. Governor's Office of Small and Minority Business Assistance

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### South Carolina Governor's Office of Small and Minority Business Assistance

**Stanley Foreman**, Director

**Address:**

1205 Pendleton Street, Suite 453C  
Columbia, South Carolina 29201

**Hours:** 8:30am - 5:00pm, Monday - Friday

**Fax:** 803.734.4061

**Ronald Boone**

**Administrator Coordinator I**

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