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**From:** [Governor Mustafa Shabazz Bey](#)  
**To:** [Brown, Paula](#); [Court Of Appeals Filings](#); [appeals@dss.sc.gov](mailto:appeals@dss.sc.gov)  
**Subject:** Request for Transcript, Audio Recording, and Complete Administrative Hearing Record – 2025 Decision  
**Date:** Monday, August 31, 2026 10:35:51 AM

Aug 31 2026

SC Court of Appeals

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Dear Ms. Brown,

I am writing to formally request a complete copy of the administrative record pertaining to the South Carolina Department of Social Services proceeding and decision entered against me in **2025**, concerning my SNAP benefits and/or Administrative Disqualification Hearing.

Specifically, I am requesting:

1. The **complete transcript** of the administrative hearing;
2. If no written transcript presently exists, a complete copy of the **audio or other recording of the hearing**;
3. The **hearing notice and scheduling letter**;
4. Documentation showing **when, where, and to what address the hearing notice was mailed**, including any certificate, proof, or record of mailing;
5. The complete **evidence packet and all exhibits** presented or considered at the hearing;
6. Any investigative reports, agency summaries, referrals, allegations, or other documents relied upon by DSS;
7. The hearing officer's **final decision/order issued in 2025**;
8. Any documentation reflecting whether I was recorded as **present or absent** from the hearing;
9. Any returned mail, undeliverable notices, address records, or other correspondence associated with the proceeding; and
10. The **complete administrative case file/record** upon which the 2025 decision was based.

This material is being requested for purposes of **judicial review and preparation of my appeal concerning the 2025 administrative decision**. Because notice and my opportunity to participate in the underlying proceeding are material issues, I specifically request that the record include all documentation concerning service, mailing, addresses used by the Department, and any determination to proceed with the hearing in my absence.

If a transcript was never prepared, please advise me of the procedure and any cost associated with obtaining a transcript from the hearing recording. In the meantime, I request that the original audio recording and complete administrative record be **preserved**.

If your office is not the custodian of any portion of these records, please forward this request to the appropriate SCDSS office or advise me of the appropriate person or department to whom I should submit the request.

Please confirm receipt of this request and advise me when the requested materials will be available.

Respectfully,

**Mustafa El Shabazz-Bey**  
Appellant/Requesting Party