



CITY OF CHESTER

100 West End Street Chester, SC 29706

FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

Return Completed Form To:

City of Chester Human Resources Department

Phone: (803) 581-5056 • Email: croof@chester.sc.gov

Name:	First Name	Last Name
Address:	Enter Address	
City, State, Zip:	Enter City, State, 00000	
Telephone & Email:	Contact Number, Email	

Description of records requested:

[Click here to enter text.](#)

Are you asking for these records for a commercial use/purpose? YES ☐ NO ☐

Please indicate the format in which you would like the City to respond to your request. Please know the City may not be able to accommodate the requested format. Cost from Fee Schedule may be applied to any of these formats.

☐ Inspection Only ☐ Hard Copy ☐ Email ☐ Fax ☐ Other Format

By my signature, I hereby state that I have received information about the City of Chester's FOIA process and a copy of the Fee Schedule outlining possible charges I may incur as part of this request.

Signature: _____

Date: [Click here to enter date.](#)

For Office Use Only

Date Received: _____ Due Date: _____ Response Date: _____

Department(s) Responsible for Responding: _____

City Attorney Involvement: Yes _____ No _____

City Staff Assigned Response: _____

Notations: _____

Associated Fees: _____ Paid: Yes _____ No _____

FEE SCHEDULE

Sec. 2-130. – Charge for copies.

As the City of Chester meets the requirements of the Freedom of Information Act, and supports and encourages its citizens and other persons to be involved and knowledgeable about local government operations in the City of Chester, it is necessary to charge a copying fee to cover the costs of materials and of providing this research and copying service. This service may require searching through old documents in storage and returning them to those same locations. A flat fee is established to cover these associated costs \$0.25 per page for the first two fiscal years and \$0.35 per page for any pages researched over two fiscal years. Additional requests received within a two-week period will be considered part of the total request. This fee shall apply to all copies of information requested of the City of Chester. All requests for copies must be made in writing with name, address and contact phone number of requestor. Anticipated copying costs will be determined and must be paid in cash or by cashier's check before any research begins. Any balance due will be collected before the final product is turned over, any excess balance will be reimbursed by check at the next convenient opportunity.

(Ord. No. 2004-11 4-205, 10-25-2004)

Secs. 2-131-2-156. -Reserved