



City of Winchester, Virginia

To provide a safe, vibrant, sustainable community while striving to constantly improve the quality of life for our citizens and economic partners.

FOIA Request Form

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA), citizens have the right to access public records. **Please print the information below.** Some of this information is voluntary and becomes part of the City of Winchester's public records. Providing the information requested below will assist the City in fulfilling your request promptly and accurately. *Designates required.

*Name: _____ Date: _____

*Address: _____

Phone: _____ Fax: _____ Email: _____

Company/Organization: _____

In accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), I am requesting the following records:

Check one: Print Records Email Records (when possible) Save Records on CD/DVD

Charges:
VFOIA [VA Code Ann. Section 2.2-3704 (F) (Supp. 2009)] permits reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. You may request an advance estimate of the charges. If the estimated charges exceed \$200, a 50% deposit will be required prior to processing your FOIA request. An itemized FOIA expense form is available upon request.

Signature

Date

This section for Communications staff only:
Received _____ Response _____ Extension _____ Complete _____