

Request for records under the Virginia Freedom of Information Act

DATE: _____

REQUESTER FULL NAME AND EMAIL ADDRESS:

- In accordance with the Virginia Freedom of Information Act (§ 2.2 -3700 et seq.) I am requesting copies of any records related to

_____.

- I would also like to request that all charges for supplying the records I have requested be estimated in advance. I understand that if you determine that the charges are likely to exceed \$200, I am obligated to pay that amount before you continue to process my request.

ADDITIONAL COMMENTS:-

_____.

Please complete the form, and email to FOIA@vsb.org.