

FOIA Request Form of the Rappahannock County Library Board of Trustees

Use of this form, while not mandatory, will help us respond to your request in a timely manner and avoid unnecessary cost to you.

Name: _____

Telephone number where you want to be contacted: _____

Residence Address: (This address must be within the Commonwealth of Virginia and be where you actually reside, unless this request is made on behalf of the media, in which event please contact Amanda Weakley, the FOIA Officer.)

Mailing Address. This is where you want paper copies sent: _____

E-mail Address. Unless you specify otherwise, we will use this address to communicate with you:

Records Being Requested. Please be as specific as possible. This will save staff time in searching and avoid giving you more than what you actually want and will therefore save you money.

Do you want a cost estimate before we reply? YES NO (CIRCLE ONE)

Check one of these:

I would just like to inspect the records requested. I may request copies later.

This may be done during our regular office hours. Please coordinate your visit with us in advance. Some records may be stored off-site, or in an area where you will not be allowed, or they may be co-mingled with exempt records that will have to be separated, requiring staff time.

I would like paper copies of the records requested mailed to me at the mailing address shown above.

I would like the copies e-mailed to me at the e-mail address shown above, if possible.

I will provide the media I want the records copied onto.

Due to technical issues we may not be able to do this. Please speak to us first before requesting this. If we have to wait for you to supply the media, that time does not count against the period in which we have to reply. To protect the integrity of our computer systems, the media must be "clean," that is, have no other data or programs stored on it.

Date this is submitted: _____

Signature: _____