

EFFECTIVE NOVEMBER 01, 1999

SHEN.CO.:POI Request:DDL/ci:3361-0;T99-068A;10/20/99

FREEDOM OF INFORMATION ACT REQUEST

(Citizens are referred to the Code of Virginia §§ 2.1-342 and 2.1-342.01 for details as to your rights to access or copy public records.)

To the County of Shenandoah, a political subdivision of the Commonwealth of Virginia.

- 1. The undersigned requests
 - Access to the public records later described for purposes of inspection.
 - Copies of public records.
- 2. Description of the public records: _____
- 3. It is understood that a reasonable charge may be imposed for the County's actual cost in accessing, duplicating, supplying, or searching for the requested records. If the County determines that charges for producing the records are likely to exceed \$200 the County may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination.

DATE: _____

REQUESTING PARTY

RESPONSE

- The requested records will be provided.
- The requested records will be entirely withheld because their release is prohibited by law. The subject matter of the withheld records is _____ and the volume amounts to approximately _____ pages. The specific section of the Code of Virginia which authorizes this withholding of the records is § _____.
- The requested records will be provided in part and withheld in part because the release of the records is prohibited by law. The subject matter of the withheld portion is _____ and the withholding is authorized by § _____ of the Code of Virginia.
- The custodian of the records has exercised his discretion pursuant to law to withhold all or a portion of the records. The subject matter of the withheld records is _____, the approximate volume is _____ pages, and the right of the custodian to withhold is granted in § _____ of the Code of Virginia.
- It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period permitted under § 2.1-342 of the Code of Virginia. The conditions which make the response impossible within such period are _____.
- We have determined that the charges for providing the requested records will amount to approximately \$ _____. Please deposit this amount which will be credited toward the final cost of supplying the records. Our time for responding to the request shall be tolled for the time that elapses between this notice and your response to this notice.
- PLEASE NOTICE COPYRIGHT LAW MAY PROHIBIT UNAUTHORIZED USE OF THE REQUESTED MATERIAL.

DATE: _____

FOR THE COUNTY OF SHENANDOAH, A POLITICAL
SUBDIVISION OF THE COMMONWEALTH OF VIRGINIA