

<p><b>SHENANDOAH COUNTY, VIRGINIA</b>  <b>RESPONSE TO REQUEST</b>  <b>PURSUANT TO</b></p> <p>VIRGINIA FREEDOM OF INFORMATION ACT</p>	
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**REQUESTING PARTY INFORMATION:**

Requesting Party Name \_\_\_\_\_

Requesting Party Response Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

DESCRIPTION OF RECORDS BEING REQUESTED (§2.2-3704(B))

**-----OFFICE USE ONLY-----**

Received Date: \_\_\_\_\_ Response Due Date: \_\_\_\_\_ Response Date: \_\_\_\_\_

Type of Request:     Written/e-mail     Verbal/Telephone     Verbal/In Person

Dept. Received By: \_\_\_\_\_ responding Dept: \_\_\_\_\_

**RESPONSE(S) TO REQUEST:**

The applicable response(s) to your request(s) is (are) indicated:

The requested records are enclosed. The County has elected not to charge for filling requests which require less than 30 minutes of staff time, and this request took less than 30 minutes. Accordingly, there is no charge.

The requested records are enclosed. Costs relating to staff time for searching, copying and supplying this request to the requester are \$ \_\_\_\_\_. Payment is due immediately. Please remit check or money order payable to Treasurer of Shenandoah County, Virginia at 600 N. Main Street, Ste 102, Woodstock, VA 22664. Mark payment for FOIA request. § 2.2-3704(F).

Shenandoah County has estimated that the cost of searching and copying the requested records will exceed \$200. Shenandoah County estimates that the cost of searching and copying will be \$ \_\_\_\_\_. Payment of \$ \_\_\_\_\_ must be received by Shenandoah County before processing of the request begins. § 2.2-3704(H).

Before processing this request, the requesting party must pay amounts owed to Shenandoah County for previous request(s) for records that remain unpaid 30 days or more after billing. Shenandoah County records indicate the requesting party owes the amount of \$ \_\_\_\_\_ for previous request(s). § 2.2-3704(I).

\_\_\_The requested records do not exist. Shenandoah County is not required to create or prepare a particular requested record if it does not already exist. § 2.2-3704(D)

\_\_\_The requested records will be entirely withheld because state law prohibits their release or the records custodian has exercised discretion to withhold the records in accordance with provisions of the Virginia Freedom of Information Act. The volume and subject matter of the withheld records, and, as to each category of withheld records, the specific Virginia Code Section(s) that authorize(s) the withholding of the records, is/are described and cited below. § 2.2-3704(B)(1)

\_\_\_The requested records will be provided in part and withheld in part because state law prohibits the release of part of the records or the records custodian has exercised discretion to withhold a portion of the records in accordance with provisions of the Virginia Freedom of Information Act. The subject matter of the withheld portions, and, as to each category of withheld records, the Virginia Code Section(s) that authorize the withholding of the records is/are described and cited below. §2.2-3704(B)(2)

\_\_\_The requested records could not be found or do not exist. § 2.2-3704(B)(3)

\_\_\_The requested records may be reviewed in person upon request beginning on or after the date given below at the office of the custodian(s) of the records listed below. Please call for an appointment.

\_\_\_The requested records are for records of another public body and are not maintained or in the possession of Shenandoah County. Contact information for the other public body is provided below.  
§ 2.2-3704(B)(3)

\_\_\_It is not practically possible to provide the requested records or to determine whether they are available within the 5 working day period since receiving the request. Stated below are the conditions that make a response impossible. Shenandoah County shall have an additional 7 working days in which to provide one of the preceding responses. § 2.2-3704(B)(4)

\_\_\_The records requested have not been identified "with reasonable specificity". Please use the space provided below to clarify record request. If applicable, please see notation below regarding the record request. § 2.2-3704(B)

ADDITIONAL INFORMATION CONCERNING ABOVE RESPONSE(S):