

TOWN OF STRASBURG  
RESPONSE TO REQUEST  
PURSUANT TO

VIRGINIA FREEDOM OF INFORMATION ACT



**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  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 Town 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 \$\_\_\_\_\_ (fee will not exceed actual cost incurred in producing the records). Payment is due immediately. Please remit check or money order payable to Town of Strasburg, 174 E. King Street, PO Box 351, Strasburg, VA 22657. Mark payment for FOIA request. § 2.2-3704(F).

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

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

\_\_\_ The requested records do not exist. Town of Strasburg 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 Virginia Code Section(s) that authorize(s) the withholding of the records is/are 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 Virginia Code Section(s) that authorize the withholding of the records is/are cited below. §2.2-3704(B)(2)

\_\_\_ 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 agency and are not maintained or in the possession of Town of Strasburg. § 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. Town of Strasburg shall have an additional seven (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):**

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