



Town of Dumfries
Request for Public Records Pursuant to the
Virginia Freedom of Information Act (FOIA)

In order for the Town of Dumfries to accurately process your request for public records under FOIA, please provide the following information to help us assist you.

Date of Request: _____ Time of Request: _____

Person Submitting Request: _____

Mailing Address: _____

City State Zip Code Email: _____

Telephone Number(s) for Contact: _____

- I understand that I will be charged for copying costs and may be assessed for the administrative time utilized to search for the documents or data requested. A current schedule of costs is available upon request.
- I request that all charges for supplying the records I have requested be estimated in advance. I also understand that if charges are expected to exceed \$200, I will be required to pay estimated charges in advance.

Description of Public Records Requested:

RETURN COMPLETED FORM TO:
Freedom of Information Officer
Town of Dumfries
17755 Main Street, Dumfries, VA 22026

Telephone (703) 221-3400

Fax: (703) 221-3544

Email: dhobgood@dumfriesva.gov

RECEIVING DEPARTMENT/OFFICE

Person & Department Receiving Request: _____

Request Received: ___ In Person ___ By Phone ___ In Writing (includes e-mail & attach to form)

FOIA OFFICER USE ONLY

Date Request Received by FOIA Office: _____

Response Type: ___ Granted ___ Partial ___ Denied ___ Extension Requested & Date: _____

Response Sent/Provided Date: _____

Specific

Information Provided: _____

Specific Charges and Payment: _____