

**FREDERICK COUNTY PUBLIC RECORDS
REQUEST FORM**

REQUESTOR'S NAME: _____

ADDRESS: _____

TELEPHONE: _____

**PUBLIC RECORD(S) SOUGHT AND AMOUNT NEEDED (SEE BREAKDOWN ON
PAGE 3 OF REQUEST FORM):**

Please Note the Applicable FOIA Procedures

The Virginia Freedom of Information Act (Virginia Code Section 2.2-3700, et. seq.) provides for inspection and copying of the official public records of the County of Frederick by citizens of the Commonwealth and media representatives.

The procedures for inspecting or obtaining copies of County of Frederick public record(s) are as follows:

- 1) A request must be submitted to the County of Frederick identifying the public record(s) sought with reasonable specificity.

- 2) The County of Frederick will act diligently to locate and produce requested public records. **However, the Freedom of Information Act allows five (5) work days to respond**, and citizens should not expect the county's response to be instantaneous. If an extraordinary volume of records is requested, the county will advise the requestor in writing within the five (5) work day period which provides the county with an additional seven (7) work days to respond by statute.

Public Records Request Form

Page 2 of 3

- 3) The Freedom of Information Act allows the County of Frederick to assess a reasonable

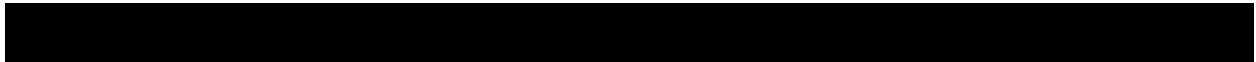
charge to access, search for, duplicate, and supply requested public records. **There is a fee for the county's services which must be paid before the records are received.** The County of Frederick will charge the hourly rate of pay for the time expended by its employees in searching for and reproducing the record. The County of Frederick will also charge for copying at the rate of \$0.20 per page for letter size duplication, \$0.25 per page for legal size duplication, \$0.50 per page for 11" x 17" duplication, \$0.40 per page for duplex letter size public records, \$0.50 to duplex legal size public records, and \$1.00 to duplex 11" x 17" public records. Prior to the search, the County of Frederick will estimate the cost of providing the public record(s) to the requestor. Where estimated costs exceed \$200, the County of Frederick will require payment of the estimated cost by the requestor in advance.

- 4) **The County of Frederick is not required to create or prepare a particular requested record if it does not already exist. The County of Frederick is not required to abstract or summarize information from official records, or to convert a record from one form to another. Only existing public records are subject to the Freedom of Information Act.**

Not all public records of the County of Frederick are obtainable under the Freedom of Information Act. Examples of exempt public records include, but are not limited to, police investigation records, personnel records, closed session memoranda, tax returns, opinions of the county attorney, litigation records, customer utility records (including the customer's name and service address, but excluding the amount and costs of service), appraisal and cost estimates, and trade secret information.

If it is determined that all or part of requested public records are exempt under the Freedom of Information Act, the county will respond with a written explanation.

SIGNATURE OF REQUESTOR: _____



Itemization Cost of FOIA Request

Estimate of Cost:	Cost: Hourly Rate/Item	No. of Hours/Item	Subtotal
Administrative Time	\$_____	_____/HOURS	\$_____
Copies - Letter (Duplexed count each side as 1 page)	\$.20/page	_____/Pages	\$_____
Copies - Legal (Duplexed count each side as 1 page)	\$.25/page	_____/Pages	\$_____
Copies - 11 x 17 (Duplexed count each side as 1 page)	\$.50/page	_____/Pages	\$_____
Tapes - Regular Recording (No Charge if tape is replaced by requestor)	\$1.70/Each.	_____/Tapes	\$_____
Video Tapes	\$_____ (Inv. for Copying) \$2.00/Tape	_____/Tapes	\$_____
Miscellaneous	\$_____	_____/Each	\$_____
Total Cost of FIOA Request			\$_____

DATE PAYMENT RECEIVED: _____

SIGNATURE OF EMPLOYEE: _____