



WARREN COUNTY, VIRGINIA  
RESPONSE TO REQUEST PURSUANT TO  
VIRGINIA FREEDOM OF INFORMATION ACT

*Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (VFOIA), citizens have the right to access public records in the custody of a public body. Available records and any accompanying charges are in accordance with the VFOIA.*

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**\*If costs estimated over \$200, the County may require a deposit (not exceeding the estimated amount) before proceeding with the request.**

**\*Either the Requesting Party or the FOIA Officer may fill out Sections 1 and 2):**

**Section 1: REQUESTING PARTY INFORMATION**

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

Requesting Party Organization: \_\_\_\_\_

Requesting Party Address:

\_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

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

**Section 2: DESCRIPTION OF RECORDS BEING REQUESTED (2.2-3704(B)):**

*\*Please be as specific as possible\**

*In what form would you prefer the records to be produced?*

Print                  Email                  CD                  View in Person

*Would you like an estimate of charges for the request?*    Yes                  No

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*Space Below For FOIA Officer Use Only*

Type of Request:    Written:                  Verbal/Telephone:                  Verbal/In Person:

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

Extension Requested: Yes                  No                  Extension to What Date: \_\_\_\_\_

Department that Holds Records: \_\_\_\_\_

Deposit Required: Yes                  No                  Amount of Deposit: \_\_\_\_\_