



**CITY OF FRANKLIN
FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM**

The City of Franklin is regulated by the Code of Virginia Title 2.2 Chapter 37. Virginia Freedom of Information Act

NAME: _____

ADDRESS: _____

PHONE NUMBER: (____) _____ EMAIL: _____

DATE OF REQUEST: _____

DESCRIPTION OF INFORMATION REQUESTED: _____

City staff will have five (5) business days to respond to a request. Staff is not required to create records if no record exists. Some records are exempt from disclosure. You will be notified if the requested record is not provided due to an exemption. However, if the research requires more time, staff will notify requestor. According to Section 2.2-3704(B)(4), staff will then have up to an additional seven (7) business days to respond to the request.

I understand I can review the records requested. If I want copies of the records, I agree to pay \$0.25 per page for copies of the documents requested. I understand that the money must be paid at the time the requested documents are received. Any request for information resulting in more than one hour of staff time will result in a charge of \$10.00 per hour for time in excess of the one hour.

Signature of Requestor

Staff Use Only:

Date Received by Staff: _____

Date Research Completed: _____

Assigned to: _____