

REQUEST FOR PUBLIC RECORDS

Name: _____

Address: _____

Email Address: _____

Phone: _____

I am making the request as a (check one):

Citizen of the Commonwealth of Virginia.

Member of the Press referenced in Va. Code §2.2-3704
News Organization _____

STAFF USE ONLY

Date Request Received: _____

Request was made (check one)

by requester on this form

by telephone

in writing other than on form
(attach original request)

Date Response Sent: _____

(attach copy)

Identification Verified

Type: _____ Number: _____

Itemized Cost Statement Attached

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary):

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Information. If the costs associated with this request are expected to exceed \$200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost. Yes No

If you are requesting copies, please specify the format in which you would like to receive them. The Gloucester County Public Schools division will provide the record(s) in the requested format if that medium is used by it in the regular course of its business.

Specify format desired (if applicable):

Photocopies Email (give address): _____

Website Posting Other (please specify): _____

Signature

Date

RETURN COMPLETED FORM TO:

Gloucester County School Board
Attention: Ms. Carol Dehoux, FOIA Officer
6099 T.C. Walker Road
Gloucester, VA 23061
Phone: (804) 693-1425
Fax: (804) 693-6275

ADOPTED: April 13, 1999

REVISED: May 11, 1999
August 14, 2007
March 12, 2013
August 9, 2016

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 2.2-3704, 2.2-3704.01, 2.2-3704.2.

CROSS REFERENCES: KBA Requests for Information
KBA-R Requests for Information