

**TOWN OF LOVETTSVILLE  
FREEDOM OF INFORMATION ACT REQUEST FORM**

**Name** (please print): \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** (H)\_\_\_\_\_ (W/C)\_\_\_\_\_

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

**Documents Requested:**

1) \_\_\_\_\_

2) \_\_\_\_\_

**Delivery preference:**    Email       Will Pick Up       US Mail       FedEx

**(Please note:** Duplication, search and mailing fees will be charged. If the total is \$100.00 or greater you will be notified and given an opportunity to narrow your request. Please see Fee Schedule below for billing details.)

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**Clerk's Use Only**

Date Request Received \_\_\_\_\_      Date Request Fulfilled \_\_\_\_\_

Date Request Due \_\_\_\_\_      Extension Needed?    Y       N

Documents Exempt \_\_\_\_\_      Part Given \_\_\_\_\_ Withheld \_\_\_\_\_

Number of Copies    \_\_\_\_\_ x      \$.25    (8 1/2 x11)      = \_\_\_\_\_

Document Printed In-House (24"x36") B/W=\$2pp / Color=\$3pp      = \_\_\_\_\_

Documents Sent to Printer Due to Volume or Size *(actual cost)*      = \_\_\_\_\_

Staff Time in hours:    \_\_\_\_\_ x  
*(This amount is based on the hourly rate of the staff person preparing the info.)*      = \_\_\_\_\_

Digital Media:            \_\_\_\_\_ x      \$5.00    (CD/FLASH DRIVE)      = \_\_\_\_\_

Total Amount Due = \_\_\_\_\_

**Date Payment received** \_\_\_\_\_      **Total Paid** \_\_\_\_\_

### **Schedule of Fees for FOIA Requests**

Under the Freedom of Information Act, the Town is allowed to charge for the sole purpose of recovering the cost associated with researching and reproducing Town documents and records.

(a) **Copies.** For copies of documents such as letters, memoranda, statements, reports, and contracts, the fee is \$0.25 per copy of each page. Outsourced printing due to volume or size will be billed at actual cost. These charges for copies do not include the time spent in printing the documents.

(b) **Clerical searches.** For each hour spent by clerical personnel in searching for a Town record, the charge will be based upon the salary of the person doing the work.

(c) **Non-routine, non-clerical searches.** In some cases, the task of determining which records fall within a request and collecting them requires the time of professional or managerial personnel. For each hour spent by such higher-level personnel the charge will be based upon the salary of the person doing the work.

(d) **Audio/computerized records.** Audio CDs and flash drives are \$5 per copy. In most instances, records maintained in computer data banks are available also in printed form and the standard fees specified above apply.

(e) **Charges for special services.** Complying with requests for special services is entirely at the discretion of the Town. To the extent that the Town elects to provide extra services, it will levy a charge equivalent to the full cost of the service provided.

(f) **Unsuccessful or unproductive searches.** Search charges, as set forth above, may be made even when a Town record which has been requested cannot be identified or located after a diligent search and consultation with a Town employee familiar with the subject area of the request. However, fees will not be charged in such instances unless they are substantial (over \$100.00) and the requester has consented to the search after having been advised that it cannot be determined in advance whether any records exist which could be made available.

(g) **Payment required.** The Town must receive all payments for previous FOIA requests before additional FOIA material may be requested. Cash or checks made payable to the Town of Lovettsville and mailed to Town Clerk, Town of Lovettsville, P.O. Box 209, Lovettsville, VA 20180.