



# TOWN OF AMHERST

## FREEDOM OF INFORMATION REQUEST FORM

Once completed the form can be mailed to:

Town of Amherst  
P. O. Box 280  
Amherst, VA 24521

Individual and organization initiating the request:

Print Name		Organization			
Address		City	State	Zip	
Signature		Telephone (include area code)		Email Address	
Information sought/requested					
<input type="checkbox"/> I agree to pay up to \$20.00 for copying costs. <input type="checkbox"/> Please provide a cost estimate before providing copies.					
<b>For office use only. (This section to be completed by the Town of Amherst staff.)</b>					
Received by		<input type="checkbox"/> Mail	<input type="checkbox"/> Letter	<input type="checkbox"/> Fax	<input type="checkbox"/> In person
Date information due (5 work day limitation)			Extra time required? <input type="checkbox"/> Yes (max 7 work days) <input type="checkbox"/> No		
Is information requested excluded by Code? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, state the reason and applicable code section					
Comments					
Signed by		Title		Date	

## **The Rights of Requesters and the Responsibilities of the Town of Amherst Under the Virginia Freedom of Information Act**

*This policy is intended to fulfill the requirements of § 2.2-3704.1 of the Code of Virginia.*

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

### **Requestors' FOIA Rights**

- Requestors have the right to request to inspect or receive copies of public records, or both.
- Requestors have the right to request that any charges for the requested records be estimated in advance.
- If a requestor believes that his FOIA rights have been violated, he may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, he may contact the FOIA Council for a nonbinding advisory opinion.

### **Making a Request for records from Town of Amherst**

- Requestors may request records by U.S. mail, fax, e-mail, in person, or over the phone. FOIA does not require that a request be in writing, nor the need to specifically state that records are being requested under FOIA.
  - From a practical perspective, it may be helpful to both the requestor and the person receiving the request for the requestor to put his request in writing. This would create a record of the request. It also gives the Town a clear statement of what records have been requested, so that there is no misunderstanding over a verbal request. However, the Town cannot refuse to respond to a FOIA request if it is not in writing.
- The request must identify the records sought with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that are requested; instead, it requires the requestor to be specific enough so that the Town can identify and locate the records that are sought.

- The requestor must ask for existing records or documents. FOIA gives the requestor a right to inspect or copy records; it does not apply to a situation where the requestor is asking general questions about the work of Town of Amherst, nor does it require Town of Amherst to create a record that does not exist.
- The requestor may choose to receive electronic records in any format used by Town of Amherst in the regular course of business.
  - For example, if records maintained in an Excel database are requested, the requestor may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records
- If the Town has questions about the request, requestors are expected to cooperate with staff's efforts to clarify the type of records that are sought, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but the Town may need to discuss the request with the requestor to ensure what records are sought is understood.

To request records from Town of Amherst, the requestor may direct the request to the Town Clerk Jack Hobbs. He can be reached at P.O. Box 280; Amherst, VA 24521; 434/946-7885; townhall@amherstva.gov. The requestor may also contact the Town Clerk with questions the requestor has concerning requesting records from Town of Amherst. In addition, the Freedom of Information Advisory Council is available to answer any questions the requestor may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov, or by phone at 866-448-4100.

### **The Town's Responsibilities in Responding to the Request**

- The Town of Amherst must respond to a FOIA request within five working days of receiving it. "Day One" is considered the day after the request is received. The five-day period does not include weekends or holidays.
- The reason behind the request for public records from the Town of Amherst is irrelevant, and the requestor does not have to state why he wants the records before the Town responds to the request. FOIA does, however, allow the Town of Amherst to require the requestor to provide his name and legal address.
- FOIA requires that the Town of Amherst make one of the following responses to a request within the five-day time period:
  - 1) The Town provides the requestor with the records requested in their entirety.
  - 2) The Town withholds all of the records requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, the Town must send the requestor a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows the Town to withhold the records.
  - 3) The Town provides some of the records that are requested, but withhold other records. The Town cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, the Town may redact the portion of the record that may be withheld, and must provide the requestor with the remainder of the record. The Town must provide the requestor with a written response stating

the specific section of the Code of Virginia that allows portions of the requested records to be withheld.

- 4) The Town informs the requestor in writing that the requested records cannot be found or do not exist (i.e. the Town does not have the records requested). However, if the Town knows that another public body has the requested records, the Town must include contact information for the other public body in the response to the requestor.
  - 5) If it is practically impossible for the Town of Amherst to respond to a request within the five-day period, the Town must state this in writing, explaining the conditions that make the response impossible. This will allow the Town seven additional working days to respond to the request, giving the Town a total of 12 working days to respond to the request.
- If a requestor makes a request for a very large number of records, and the Town feels that it cannot provide the records to the requestor within 12 working days without disrupting other Town responsibilities, the Town may petition the court for additional time to respond to the request. However, FOIA requires that the Town make a reasonable effort to reach an agreement with the requestor concerning the production of the records before the Town goes to court to ask for more time.

### Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- The requestor may have to pay for the records that the requestor request from the Town of Amherst. FOIA allows the Town of Amherst to charge for the actual costs of responding to FOIA requests. This would include items like staff (and/or attorney) time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If the Town of Amherst estimates that it will cost more than \$20.00 to respond to the request, a deposit may be required, not to exceed the amount of the estimate, before proceeding with the request. The five days to respond to the request does not include the time between when the Town asks for a deposit and when the requestor responds.
- The requestor may request that the Town estimate in advance the charges for supplying the records that are requested. This will allow the requestor to know about any costs upfront, or give him the opportunity to modify his request in an attempt to lower the estimated costs.
- If a requestor owes the Town money from a previous FOIA request that has remained unpaid for more than 30 days, the Town of Amherst may require payment of the past-due bill before it will respond to a new FOIA request.

### **Types of records**

The following is a general description of the types of records held by Town of Amherst:

- Personnel records concerning employees and officials of Town of Amherst
- Records of contracts which Town of Amherst has entered into
- Other records typical to a small local government.

If the requestor are unsure whether Town of Amherst has the record(s) the requestor seek, please contact the Town Clerk (contact information above).

### **Commonly used exemptions**

The Code of Virginia allows any public body to withhold certain records from public disclosure. The Town of Amherst commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))

### **Policy regarding the use of exemptions**

- The general policy of Town of Amherst is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Town of Amherst.
- The general policy of Town of Amherst is to invoke the contract negotiations exemption whenever it applies in order to protect the Town of Amherst's bargaining position and negotiating strategy.