

**Virginia Department of Historic Resources
FOIA Request Form**

Return this form to: Stephanie Williams, DHR Deputy Director,
2801 Kensington Avenue, Richmond, VA 23221
Phone (804) 482-6082 FAX (804) 367-2391
Stephanie.Williams@dhr.virginia.gov

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to inspection and copying by any citizens of the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall not be denied to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body.

DHR will acknowledge receipt of your form via email.

Date of Request: _____
Requestor's Name: _____
Phone: _____
Email: _____
Physical Address: _____ _____

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F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records.

Standard delivery for digital documents is by email either as an attachment or with instructions on how to download the documents, depending on the document size. Standard delivery for hard copy documents is by mail. Depending on volume and staff hours required to duplicate and/or compile all documents, reasonable charges may apply.

For additional information on other delivery options available, please contact:

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Document(s) Requested:

For agency use only (select all that apply):

Date of Request: _____ Date Request Filled: _____

Request Completed By: _____

Cost, if applicable: _____ Format Provided: Digital via Email/VITAShare
Digital via CD/DVD
Hard Copy via standard mail

General Subject: _____