



VIRGINIA DEPARTMENT  
OF HISTORIC RESOURCES

## FOIA REQUEST FORM

Return this form to: **Sarah Spota, DHR Deputy Director**  
**2801 Kensington Avenue, Richmond, VA 23221**  
[sarah.spota@dhvirginia.gov](mailto:sarah.spota@dhvirginia.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 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 during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. 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. Please provide the following information:

---

Date of Request:

Requestor's Name:

Phone:

Email:

Physical Address:

Records Requested:

---

Electronic files will be sent electronically. Hard copy files may be sent electronically or mailed via USPS.

Depending on volume and staff hours required to compile, copy, and/or scan all records, reasonable charges may apply.