



# WASHINGTON COUNTY SHERIFF'S OFFICE

R. BLAKE ANDIS, SHERIFF

20281 Rustic Lane • Abingdon, Virginia 24210 • Phone: (888) 461-0414 • (276) 676-6000 • Fax: (276) 676-6248

## FREEDOM OF INFORMATION / PRIVACY ACT RECORD REQUEST FORM

FOIA Request Office: Washington County Sheriff's Office, 20281 Rustic Lane, Abingdon, VA 24210  
Email: [foia@washso.org](mailto:foia@washso.org) Phone: (276) 676-6000

### WHO MAY REQUEST RECORDS UNDER FOIA?

- Citizens of the Commonwealth
- Representatives of newspapers and magazines with circulation in the Commonwealth
- Representatives of radio and television stations broadcasting in or into the Commonwealth

### Requester Contact Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number(s): \_\_\_\_\_  
 Other: \_\_\_\_\_

**Instructions:** Use of this form is optional. You are not required to provide your identity; however, this will aid us in processing your Freedom of Information (FOIA) request more accurately. Make sure your request contains a description of the information you are requesting and sufficient personally identifying data when required. Failure to provide sufficient personally identifying data may result in this public body being unable to successfully search for data being sought. Request may be made orally or in written formats. If you are mailing this form, please address: ATTN: FOIA Request Office at 20281 Rustic Lane, Abingdon, Virginia 24210.

**Types of Records requested:** \_\_\_ Calls for Service Report(s) \_\_\_ Incident Report(s) \_\_\_ Other (Please Specify)

\_\_\_\_\_

- Start Date \_\_\_\_\_ End Date \_\_\_\_\_ of requested record(s)
- Location of records being sought (911 address if available): \_\_\_\_\_
- Person(s) name and any identifying information available. Accurate spelling can help our agency locate correct records being sought: \_\_\_\_\_
- Other: \_\_\_\_\_

Please be specific in your request. This will enable our agency to more quickly search for your requested records and will help reduce financial cost to you. If there is a determination that the requested records are likely to exceed \$200.00, this public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. Before processing a request for records, this public body will require the requester to pay any amounts owed to it for previous request(s) for records that remain unpaid 30 days or more after billing.

If no contact information is given, our agency will mail your request to the address you provided, and if you do not provide any means to contact you, your response(s) will be kept for 60 days to allow you time to pick it up.

<b>OFFICE USE ONLY</b>	<b>Date &amp; Time Rec.</b> _____	<b>Receiving Personnel</b> _____
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(09/29/2022)

## Washington County Virginia Sheriff's Office - Fee Policy

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### Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act, the Washington County Sheriff's Office (WCSO) may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The WCSO may not 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 WCSO. Any duplicating fee charged by the WCSO 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 Virginia Code § 2.2-3704 (F).

- If the WCSO estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe money from a previous FOIA request that has remained unpaid for more than 30 days, WCSO will require payment of the past-due bill before it will respond to your new FOIA request.
- The WCSO fees to respond to a FOIA request are as follows:

Unlimited pages, electronic copy only	No charge per page -Staff Time Fee will apply.
Pages copied	\$0.02 per page plus Staff Time Fee
CD-ROM	\$0.25 per CD-ROM plus Staff Time Fee
Staff Time Fee, research and copy time	\$4.75/15 minutes (\$19.00/hour), rounded to the quarter hour (i.e., 15 minutes)