

REQUESTING PARTY INFORMATION

REQUESTING PARTY NAME: _____ (If provided)

REQUESTING PARTY RESPONSE ADDRESS:

Street Address or P.O. Box _____ City _____ State _____ Zip Code _____ Area Code & Fax Number _____

E-mail _____

VFOIA REQUEST DATED: _____ RECEIVED ON DATE: _____ RESPONSE DATED: _____

 TYPE REQUEST: - WRITTEN - VERBAL/TELEPHONE - VERBAL/IN-PERSON IF VERBAL, RECEIVED BY: _____
Initials
RESPONSE(S) TO REQUEST

THE APPLICABLE RESPONSE(S) TO YOUR REQUEST IS(ARE) INDICATED BELOW:

 1. - THE REQUESTED RECORDS GIVEN BELOW ARE ENCLOSED.

 2. - THE REQUESTED RECORDS GIVEN BELOW WILL BE ENTIRELY WITHHELD BECAUSE STATE LAW PROHIBITS THEIR RELEASE OR THE RECORDS CUSTODIAN HAS EXERCISED DISCRETION TO WITHHOLD THE RECORDS IN ACCORDANCE WITH THE PROVISIONS OF THE VIRGINIA FREEDOM OF INFORMATION ACT. CITED BELOW, AS TO EACH CATEGORY OF WITHHELD RECORDS, IS THE SPECIFIC CODE OF VIRGINIA SECTION THAT AUTHORIZES THE WITHHOLDING OF THE RECORDS.

 3. - THE REQUESTED RECORDS GIVEN BELOW WILL BE PROVIDED IN PART AND WITHHELD IN PART BECAUSE STATE LAW PROHIBITS THE RELEASE OF PART OF THE RECORDS OR THE RECORDS CUSTODIAN HAS EXERCISED DISCRETION TO WITHHOLD A PORTION OF THE RECORDS IN ACCORDANCE WITH THE VIRGINIA FREEDOM OF INFORMATION ACT. CITED BELOW, AS TO EACH CATEGORY OF WITHHELD RECORDS, IS THE SPECIFIC CODE OF VIRGINIA SECTION THAT AUTHORIZES THE WITHHOLDING OF THE RECORDS.

 4. - IT IS NOT PRACTICALLY POSSIBLE TO PROVIDE THE REQUESTED RECORDS GIVEN BELOW OR TO DETERMINE WHETHER THEY ARE AVAILABLE WITHIN THE 5 WORKING DAY PERIOD SINCE RECEIVING THE REQUEST. STATED BELOW ARE THE CONDITIONS THAT MAKE A RESPONSE IMPOSSIBLE. THE TOWN SHALL HAVE AN ADDITIONAL 7 WORKING DAYS IN WHICH TO PROVIDE ONE OF THE THREE PRECEDING RESPONSES (1., 2., OR 3. above).

 5. - THE REQUESTED RECORDS GIVEN BELOW MAY BE REVIEWED IN PERSON UPON REQUEST BEGINNING ON OR AFTER THE DATE GIVEN BELOW AT THE OFFICE OF THE CUSTODIAN(S) OF THESE RECORDS INDICATED BELOW (**Please call for appointment**).

 6. - ALL OR A PORTION OF THE REQUESTED RECORDS GIVEN BELOW ARE CONTAINED IN THE MINUTES OF MEETINGS OF THE TOWN OF PULASKI AND MAY BE REVIEWED IN PERSON AT THE OFFICE OF CLERK OF COUNCIL, TOWN OF PULASKI, 42 1ST STREET NW, PULASKI, VA, OR ON-LINE AT [HTTP://PULASKI02:1080/WEBLINK7/](http://PULASKI02:1080/WEBLINK7/)

 7. - THE REQUESTED RECORDS GIVEN BELOW DO NOT EXIST. THE TOWN IS NOT REQUIRED TO CREATE OR PREPARE A PARTICULAR REQUESTED RECORD IF IT DOES NOT ALREADY EXIST.

 8. - THE REQUESTED RECORDS GIVEN BELOW HAVE BEEN DISPOSED OF BY THE TOWN DUE TO THEIR AGE.

 9. - THE REQUESTED RECORDS GIVEN BELOW (IN WHOLE OR IN PART) ARE FOR RECORDS OF ANOTHER AGENCY OF THE GOVERNMENT NOT MAINTAINED BY THE OFFICE/DEPARTMENT OF THE TOWN GOVERNMENT WHERE YOUR REQUEST WAS RECEIVED.

 10. - THE REQUESTED RECORDS GIVEN BELOW ARE NOT IN THE POSSESSION OF THE TOWN. SUCH RECORDS DO NOT REPRESENT OFFICIAL RECORDS OF THE TOWN OF PULASKI.

 11. - BEFORE PROCESSING THIS REQUEST, THE REQUESTING PARTY MUST PAY AMOUNTS OWED TO THE TOWN FOR A PREVIOUS REQUEST FOR RECORDS THAT REMAINS UNPAID 30 DAYS OR MORE AFTER BILLING. TOWN OF PULASKI RECORDS INDICATE THE REQUESTING PARTY OWES THE AMOUNT GIVEN BELOW FOR A PREVIOUS REQUEST.

ADDITIONAL INFORMATION CONCERNING ABOVE RESPONSE(S)

A COPY OF YOUR WRITTEN REQUEST (IF PROVIDED) IS ENCLOSED FOR YOUR RECORDS.

ADDITIONAL INFORMATION CONCERNING ABOVE RESPONSE(S) (continued)

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