



**Industrial Development Authority of the Town of  
Front Royal and the County of Warren  
Db: Economic Development Authority  
400-D Kendrick Lane, P.O. Box 445, Front Royal, VA 22630  
(540) 635-2182; (540) 635-1853, fax  
INFORMATION REQUEST**

*Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (VFOIA), citizens have the right to access public records in the custody of a public body. Available records and any accompanying charges are in accordance with the VFOIA.*

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**Section 1: Requesting Party Information**

Date of request \_\_\_\_\_

Requesting party name: \_\_\_\_\_

Requesting party organization: \_\_\_\_\_

Requesting party address: \_\_\_\_\_  
\_\_\_\_\_

Requesting party email address: \_\_\_\_\_

Requesting party telephone: \_\_\_\_\_

Requesting party fax: \_\_\_\_\_

**Section 2: Description of records being requested (2.2-3704(B))**

Please state, *as specifically as possible*, the record(s) you are requesting:


### Section 3: Document Search and Production

There is a fee associated with the search and production of requested materials. Please note the information below:

- Materials will not be mailed. Materials must be picked up in person or emailed.
- The first 30 minutes of search and production are free.
- The labor charge beyond that will be based on the hourly rate of the staff member fulfilling the fulfilling the FOIA request
- Digital products (e.g., a .pdf, .xcl, or .doc) are free to send
- The charge to produce hard copy products is as follows:
  - Pages 1-10 Free
  - Pages 11-20 \$1.00 per page
  - Pages 20+ \$0.10 per page
  - 11x17 size \$1.00 per page
  - 24x36 map \$10 per page
- If the estimated cost for the FOIA request will exceed \$200, a deposit of \$200 will be required. This deposit will be credited toward the final charge for the request.

1. Please choose the form you wish the record(s) be produced:

- Print
- Email
- CD
- View in person

2. Would like an estimate of charges for your request?

No

Yes Estimated cost of request: \_\_\_\_\_

*Thank you for completing this FOIA Request. We appreciate your interest in the Front Royal Warren County Economic Development Authority.*

***This page for EDA FOIA Records Clerk only***

1. Type of request. Circle:

Written/Email (attach copy)	Telephone (attach message receipt)	In Person
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2. Request received on: \_\_\_\_\_

3. Five-business day response date: \_\_\_\_\_

4. Seven-day extension date: \_\_\_\_\_

5. Seven-day extension Requested?

No

Yes Date of extension request \_\_\_\_\_

How/when was Requesting Party contacted? \_\_\_\_\_

6. Cost estimate requested by Requesting Party:

No

Yes Estimated cost of request \_\_\_\_\_

7. Earnest deposit required:

No

Yes Earnest deposit amount \_\_\_\_\_

8. Request ready for pick up on what date? \_\_\_\_\_

9. How/when was Requesting Party contacted? \_\_\_\_\_

10. Request picked up on what date? \_\_\_\_\_

11. Total cost of request: \_\_\_\_\_

12. Description of work completed. Document time necessary to fulfill request:
