



**Town of Urbanna**  
**Virginia Freedom of Information Act**  
**Optional Request for Records Form**

This form is **not required** to make a request for records, but is designed to help both parties document and better understand the details of the request.

<b>Your Name:</b>	
<b>Legal Address:</b>	<b>Mailing Address:</b>
<b>Email Address:</b>	
<b>Phone Number:</b>	

**Description of Requested Records**

(Be as specific as possible and include the name, types of documents, etc. if known.)

**Dates of Records Being Requested:**

From \_\_\_\_\_ to \_\_\_\_\_

**How would you like to receive your records?** (Please check one.)

- Electronic copies (email)
- Electronic copies (thumb drive)
- Paper copies by US Mail
- Paper copies for pick up
- Only to review/inspect in person

The Town of Urbanna may make reasonable charges not to exceed its actual cost incurred in assessing, duplicating, supplying, redacting, or searching for requested records. You have the right to request a cost estimate prior to the Town beginning the search for records. **If you would like a cost estimate, please check this box.**

Requests must be for existing public records. FOIA gives citizens a right to inspect or copy public records; it does not apply to general questions about the work of the Town, nor does it require the Town to create a record that does not exist. Records will be released in accordance with the Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia. If the Town is not in possession of the requested records, the name and contact information of the possessing agency will be provided when known.

Town of Urbanna FOIA Officer  
Physical Address: 390 Virginia Street, Suite B, Urbanna, VA 23175  
Mailing Address: P.O. Box 179, Urbanna, VA 23175  
Phone: 804-758-2613 Fax: 804-758-0389 Email: c.branch@urbannava.gov

<b>For Office Use Only</b>
Date Rec'd: _____
Date Response Due: _____
Date of Response: _____
Response: _____