



## County of Russell, Virginia

REQUEST FOR RECORDS PURSUANT  
VIRGINIA FREEDOM OF INFORMATION ACT

## INSTRUCTIONS

This REQUEST FOR RECORDS PURSUANT TO VIRGINIA FREEDOM OF INFORMATION ACT form may be returned by mail, fax (276-889-8011), e-mailed, or hand-delivery to the Office of County Administrator, County of Russell, 137 Highland Drive, Lebanon, Virginia 24266 or William C. Wampler, Esq., County Attorney, Kilgore Law Office, PLLC., 44 East Main Street, P. O. Box 1210, Lebanon, Virginia 24266 - Phone: 276-889-0143, Fax: 276-889-1130, E-Mail: [wampler@kilgorelawoffice.com](mailto:wampler@kilgorelawoffice.com). The County of Russell shall provide a response to this Request in accordance with the provisions of the Virginia Freedom of Information Act, §202.3700 et.seq. of the 1950 Code of Virginia, as amended.

## **REQUESTING PARTY INFORMATION**

REQUESTING PARTY NAME: \_\_\_\_\_ (Optional)  
REQUESTING PARTY MAILING ADDRESS (Only information necessary to respond to this Request need be provided): \_\_\_\_\_

Street Address or P.O. Box      City      State      Zip Code      Area Code & Home Telephone

Area Code & Work Telephone      Area Code & Mobile Telephone      Area Code & Fax Number      E-Mail

## INFORMATION REQUEST

I HEREBY REQUEST COPIES OR ACCESS TO THE FOLLOWING RECORDS PURSUANT TO THE VIRGINIA FREEDOM OF INFORMATION ACT:

**REQUESTING PARTY SIGNATURE**

---

**Signature of Requesting Party**

DATE OF REQUEST:

**FOR COUNTY USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
Initials \_\_\_\_\_