

**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. 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

_____	DATE OF REQUEST: _____
Signature of Requesting Party	

FOR COUNTY USE ONLY

DATE REQUEST RECEIVED: _____	RECEIVED BY: _____
	Initials