



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
Web: www.tccswcd.org

Requester's Full Name: _____

Requester's Mailing Address: _____

Daytime Telephone Number: _____

Mobile Telephone Number (if any): _____

Email Address (if any): _____

Description of Records Requested (please be specific with dates and type of documents):

By signing this form I hereby agree to the fee schedule below

Effective August 19, 2016, the Tri-County City Soil & Water Conservation District (TCCSWCD) will charge for producing records as a result of requests made under the Virginia Freedom of Information Act (FOIA).

In accordance with those provisions outlined in the Code of Virginia § 2.2-3704, the following fees will be assessed for searching, accessing, duplicating, and supplying records (which includes redaction):

- Hourly Rate: under 30 minutes – no charge; all subsequent time to be charged in 30-minute increments at the rate of \$15/30-minute
- Copy & Printing Fees:
 - Black & White Copies: \$.04/side
 - Color Copies: \$.08/side

If it is anticipated that a request will total more than \$200, the requester will be provided with an estimate of those fees in advance and a full deposit will be required in advance of the records being released.

Additionally, the TCCSWCD will not proceed with processing subsequent FOIA requests from the same requester where the requester owes the TCCSWCD for previous requests for records that have remained unpaid 30 days or more after billing.

TCCSWCD's FOIA Officers:

Katie Abel, District Manager
(540) 656-2401
katie.abel@tccswcd.org

Giannina Frantz, Chair
(540) 656-2401
tricountycity@tccswcd.org