

**Chesterfield Health District
Chesterfield – Powhatan – Colonial Heights
Environmental Health Freedom of Information Act Request Form**

Date of Request: _____

Name of Requester: _____

Phone Number: _____ Fax#/email: _____

Requester Address: _____

Requested Documents: _____

Property Address: _____

A processing fee will be charged for each request.

1. Staff research time is computed at \$18.00 per hour.

≤ 10 minutes = \$3.00

11 – 20 minutes = \$6.00

21 – 30 minutes = \$9.00

31 – 40 minutes = \$12.00

41 – 50 minutes = \$15.00

51 – 60 minutes = \$18.00

2. Copies:

a. If less than 14 sheets of paper no charge.

b. 15 or more sheets of paper, \$0.07 per sheet.

A request form may be submitted in person, mailed or faxed to the appropriate Environmental Health Department.

Chesterfield Health Department
9501 Lucy Corr Circle, P.O. Box 100
Chesterfield, VA 23832-6687
FAX # 804-717-6106
Chesterfield_EH@vdh.virginia.gov

Powhatan Health Department
3908 Old Buckingham Road, Suite 1
Powhatan, VA 23139
FAX # 804-598-5688
Powhatan_EH@vdh.virginia.gov

Colonial Heights Health Department
200 Highland Avenue, P.O. Box 3401
Colonial Heights, VA 23834
FAX # 804-520-9222
Chesterfield_EH@vdh.virginia.gov

FOIA RESPONSE

Date Response Made: _____

How Response Made: *email - in person - fax - mail*

Time to Process: _____ (minutes) Charges: _____ Processed By: _____

- The requested records are enclosed in their entirety**
- The requested records are being entirely withheld because their release is prohibited by law, or because there is a specific FOIA exemption allowing them to be withheld**
- The requested records are being provided in part and are being withheld in part because the release of part of the record is prohibited by law; or because there is a specific FOIA exemption allowing a portion of the records to be withheld**
- The requested records do not exist**
- The requested records cannot be found**
- It is not practically possible to respond to the request within five work days. Therefore, pursuant to §2.2-3704(B)(4) of the Code of Virginia, VDH is invoking the seven work day extension.**