

Sample FOIA Request #1 [SIMPLE]

Dear Mr. Jones,

Pursuant to the Virginia Freedom of Information Act (Va. Code § 2.2-3700, et seq.), I am requesting the following documents:

- All of the survey questions on the "Brightbytes" technology-related survey given to LCPS students during 2019.
- All documents sent to parents prior to the students' completion of the Brightbytes survey explaining the survey's purpose and/or details.

Thank you. Please let me know if I can clarify anything further.

Sincerely,

Sample FOIA Request #2 [TARGETED]

Dear Office of Equal Employment and Dispute Resolution (OEEDR):

In accordance with the Virginia Freedom of Information Act (§ 2.2 -3700 et seq.), I am requesting copies of any records pertaining to the following:

- The **total number of reported complaints/allegations** of violations of discrimination on the basis of **“sexual orientation”** received by the OEEDR (Or, previously, the Office of Equal Employment Services) during the calendar years 2015, 2016, 2017, and 2018, along with the total number of allegations on that same basis **determined to have merit or otherwise founded** during those same years.
- The **total number of reported complaints/allegations** of violations of discrimination on the basis of **“gender identity”** received by OEEDR (Or, previously, the Office of Equal Employment Services) during the calendar years 2015, 2016, 2017, and 2018, along with the total number of allegations on that same basis **determined to have merit or otherwise founded** during those same years.

If you have any questions or require additional information in order to process my request, please do not hesitate to contact me at [EMAIL ADDRESS], or at my cell number (XXX) XXX-XXXX.

Thank you in advance for your cooperation in this matter.

Sincerely,

Sample FOIA Request #3 [FORMAL]

[DATE]

Mr. Hilbert,

On behalf of The Family Foundation of Virginia, I am requesting the following documents from the Virginia Department of Health (VDH):

(1) All abortion facility inspection reports, including any documents provided by the facility as a result of the inspection (such as plans of correction), along with any supplementary documents thereto, and any related correspondence between the abortion facility and VDH, generated or received by VDH as a result of an inspection, or otherwise pertaining to the inspection of abortion facilities. The relevant time period for documents sought under this first request includes those documents generated and/or received on or between November 20, 2018 (our last request date) and today's date.

(2) All formal complaints filed or submitted to VDH concerning abortion facilities between November 20, 2018 and today's date. (with appropriate redactions to protect identities)

(3) All applications or renewal applications for licensure of abortion facilities, along with documents pertaining to the granting or denial of such applications, which were generated and/or received on or between November 20, 2018 and today's date.

(4) All notices of or requests for amendments pertaining to the information stated in Applications for Abortion Facility Licensure generated and/or received between November 20, 2018 and today's date.

(5) All requests for variances and all grants or denials thereof for licensed abortion facilities generated and/or received between November 20, 2018 and today's date.

Please provide the documents electronically (via e-mail or on a USB drive or computer disk) wherever feasible, but otherwise in a format that is most efficient and useful.

Thank you in advance for timely responding to this request. Please do not hesitate to contact me if you have any questions or require additional information. I am happy to clarify the types of records I am seeking and attempt to reach a reasonable agreement about your response to any specific request set forth above.

Finally, if VDH anticipates a cost associated with the collection with producing these records, such as producing copies of the responsive records, please inform me of the projected total cost before doing so.

Respectfully,

[NAME]

[ADDRESS]

[PHONE]

Sample FOIA Request #4 [KEY WORDS]

Dear Superintendent Ziegler or representative,

Pursuant to the Virginia Freedom of Information Act (Va. Code § 2.2-3700, et seq.), I am requesting the following documents:

- All emails sent or received in the calendar years 2019, 2020, and 2021 by every member of the Loudoun County School Board that contain one or more of the following key words or phrases:
 - “Critical Race Theory”
 - “Diversity, Equity, and Inclusion”
 - “Anti-racist”
 - “LGBT” or “LGBTQ” or “LGBTQ+”
 - “Pride”
 - “Transgender”

Thank you. Please let me know if I can clarify anything further.

Sincerely,

Optional Clauses to Consider

- If the requested records are exclusively in the possession and control of another state agency, a local board, or others, please advise me as soon as possible so requests can be made directly to those entities.
- If certain portions of responsive records are deemed exempt from disclosure, please provide the non-exempt portions, along with an explanation of any records (or portions thereof) withheld.
- We ask that this request be processed based on the principle that FOIA allows for cost recovery, not revenue generation, and based on the Division of Legislative Services’ suggestion that fees be waived for many requests.
<http://foiacouncil.dls.virginia.gov/ref/FOIACCharges.pdf> If the cost of processing this request exceeds \$200, we would appreciate a written estimate. To the extent the costs are less than \$200, we will guarantee payment.
- Under the law, a response must be received within five (5) business days. See VA. CODE § 2.2-3704.B. I would appreciate a response to this request within that time frame.