

## **Making A Request For Records**

### **Making a Request for Records from the Suffolk Treasurer's Office**

You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.

From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.

Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of the Suffolk Treasurer's Office, nor does it require the Suffolk Treasurer's Office to create a record that does not exist.

You may choose to receive electronic records in any format used by the Suffolk Treasurer's Office in the regular course of business.

For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records

If we have questions about your request, please cooperate with FOIA Officer to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

**To request records from the Suffolk Treasurer's Office, you may direct your request to Andrew Owen, Deputy Treasurer and FOIA Officer.**

**By email – [treasurerfoia@suffolkva.us](mailto:treasurerfoia@suffolkva.us)**

**By phone - (757) 514-4275**

**By fax - (757) 514-7299**

**By mail – 442 West Washington Street, Suffolk, Virginia 23434**

**In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.**

