



# TOWN OF RICHLANDS

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August 25, 2020

Timothy Taylor  
Richlands Town Hall  
200 Washington Square  
Richlands, VA 24641

RE: FOIA Response Policies & Procedures  
**EFFECTIVE SEPTEMBER 1, 2020**

To Whom it May Concern:

The Town of Richlands Town Hall Office holds transparency of government in the highest regard. It is our goal to serve our community diligently and effectively. In order to achieve this goal in the most fair and uniform way possible, the following policies and procedures will be in effect regarding FOIA requests made to the Town effective September 1, 2020:

- 1.) To ensure the prompt response, please forward your FOIA requests to the Town's formally designated FOIA Compliance Officer, K.W. McClanahan II, Esq., by mail at Stephen W. Gooch, PC, 21026 Riverside Dr., Grundy, VA 24614, or via email at [wayne@sgooch.com](mailto:wayne@sgooch.com) or [kmccclanahan@richlands-va.gov](mailto:kmccclanahan@richlands-va.gov).
- 2.) The requestor will be charged for the production of all requests, which will be calculated based on the following:
  - i. The requestor will be charged on an hourly basis of the appropriate Town employee's hourly rate times the amount of time expended in the actual production of the request, which shall include the searching, accessing, supplying, and duplicating of the requested records, including initial exclusionary legal review. Please note that the requestor will not be charged for cursory or secondary legal review.
  - ii. The requestor will be charged for any direct costs associated with the production of the request such as copies (~~\$0.0155~~) per page b/w) or postage. These additional fees may be mitigated and/or avoided if the request may be digitally produced or the

requestor only wishes to inspect the documents at the Town Hall.

Example:

$$[(EmployeeRate) \times (Time)] + (AttorneyRate) \times (Time) + DirectCost = Fee$$

or

$$[(25.00) \times (.5)] + (125) \times (1) + 7.50 = 145.00$$

- 3.) Should the requestor desire an estimate for the production of the request, one will be promptly provided. In this event, the request will not be produced, nor the requestor charged, until the requestor authorizes the charge.
- 4.) If an estimate is not requested on a per request basis, the requestor will receive an invoice, due and payable upon receipt, with their request.
- 5.) If the requestor has an invoice for a previous request more than (30) days outstanding, no subsequent requests will be produced until said outstanding invoices are paid in full.
- 6.) Should the anticipated cost of the production of the request exceed (\$200.00), the Town will require an up-front deposit for the full amount of the estimate before the request will be produced. All applicable response deadlines will be suspended until the deposit is made in full to the Richlands Town Hall.
- 7.) If the actual cost exceeds the deposit amount, the requestor will be responsible for any additional costs.
- 8.) If the actual cost is less than the deposit amount, the requestor will be promptly refunded.

Should you have any questions concerning these policies and procedures or a particular FOIA request, please do not hesitate to contact our Town Attorney at (276) 935-4524, or at the above styled contact information.

Sincerely,



Timothy Taylor,  
Town Manager