



# The Town of Dayton, Virginia

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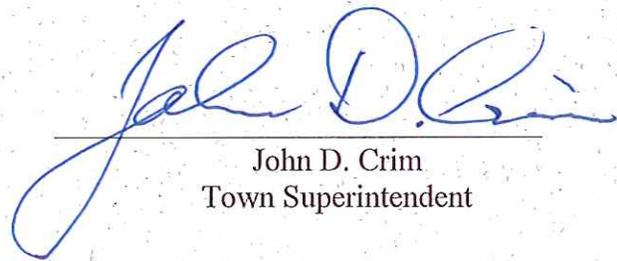
## TOWN OF DAYTON

### POLICY REGARDING FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

*Effective September 24, 2015*

In compliance with the Virginia Freedom of Information Act, Section 2.2-3704 of the Code of Virginia, the Town of Dayton may make charges not to exceed its actual costs incurred in accessing, duplicating, supplying, or searching for requested records. Such costs will include but not be limited to the Town's employee time in performing such services and the charges of the Town's attorney chargeable under FOIA. The amount charged for employee time will depend on the hourly rate, excluding fringe benefits, of the specific employee involved in complying with the request.

If the Town estimates that processing the FOIA request will cost more than \$200.00, the Town will provide the requester with a cost estimate for the request. The Town reserves the right to require prepayment for requests expected to exceed \$200.00 in billable costs. Before the Town processes any request, the requester must pay all amounts owed for any previous request(s) that have remained unpaid for thirty or more days.



John D. Crim  
Town Superintendent