

**ANNUAL REQUEST HEREWITH MADE IN
ACCORDANCE WITH VIRGINIA CODE SECTION
2.2-3707.E. ADDRESSED TO:**

Individual's Name/Title	
Commonwealth of Virginia or name of City/County	
Agency (VA Code §42.1-77) Name	
Address/ Number / Street	
City or County Name	,Virginia Zip+4

The undersigned, a citizen and resident of the Commonwealth of Virginia (as designated below), hereby makes this annual request, pursuant to the state open records law [The Virginia Freedom of Information Act] (FOIA), Va. Code Ann. Sec. 2.2-3700 to 2.2-3714, and the promulgations of the Virginia Public Records Act, §§ 42.1-76 — 42.1-91, is, writing you in your capacity as set out above in accordance with Virginia Code Section 2.2-3707.E. to provide you with me annual request that you provide me with notice of your Agency's (42.1-77) and all Agencies holden unto you (Va. Code § 42.1-77) meetings in accordance with Code § 2.2-3707.

We do expect after your receipt of this request that you will provide notice of all meetings directly to me as set forth in Virginia Code Section 2.2-3707.E.

Please be advised that if it is less expensive, labor intensive, and more convenient to you, we will be happy to accept the requested materials in electronic format, including .pdf, .gif, .jpg, Word, Word for Windows, WordPerfect, and Mac formats via the electronic mail address given below or you can mail the same to me on a CD or DVD to the address given below.

Our authority for this request and the requirements placed upon you to comply with the aforesaid request bind you fo meet the requirements of the aforesaid FOIA law wherein no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting.

Requester's Name	
Electronic Mail Address & Phone number	
Street Address	
City or County	
Zip + 4	Virginia
Signature	