



Town of Vinton

311 S. Pollard Street
Vinton, VA 24179
Phone (540) 983-0607
Fax (540) 983-0626

REQUESTER PUBLIC COMMENT FORM

Please give us your feedback regarding the quality of assistance you received in regard to your request for public records.

1. Name of the public body from which you requested public records:

2. Date of the request: _____

3. Response you received (please check below):

- ☐ Records were provided
- ☐ Records were provided in part, but denied in part
- ☐ Request was denied
- ☐ No response was received
- ☐ Other:

4. Overall, how satisfied were you with the response you received?

Not satisfied		Acceptable		Fully satisfied
1	2	3	4	5

COMMENT _____

5. Did you make your request through the public body's FOIA officer (yes/no)? _____

If so, how easy was it for you to find contact information to make your request?

Easy				Difficult
1	2	3	4	5

COMMENT _____

6. Were you charged for your request (yes/no)? Yes ☐ No ☐

If the answer was "yes," did you feel the charges were reasonable (yes/no)? Yes ☐ No ☐

COMMENT _____

7. ADDITIONAL COMMENTS: _____

OPTIONAL: You may provide your name and contact information if you wish. It is not required. Please keep in mind that any information you provide may be subject to disclosure under FOIA, so please do not provide information you do not wish to be made public.

Name: _____

Address: _____

Telephone: _____

Email: _____

Please send your completed form to the Town of Vinton as follows:

Town of Vinton
Attention: FOIA Officer
311 South Pollard Street
Vinton, VA 24179

Email: mklawless@vintonva.gov or Fax: 540-983-0626