CLARKE COUNTY SHERIFF'S OFFICE
100 North Church Street
Berryville, Virginia 22611-1110
Telephone 540-955-5152
Facsimile 540-955-4111

Travis M Sumption, Sheriff

REQUEST FOR RECORDS

Name _____
Company _____
Mailing Address _____
_____
Email Address _____
Telephone _____
(number where requestor can be reached during the day)

Records Requested

To be filled out by Sheriff's Office

Date Request Received: _____ By: _____

Explanation of Fees				Total
Administrative Charges (R White)	$ 40.50 hourly wage	_____ hours		$ -
Administrative Charges (J Rose)	$ 30.00	_____ hours		$ -
Administrative Charges (P Putnam)	$ 50.00	_____ hours		$ -
Duplication Charges	_____ # Copies	$ 0.04		$ -
Electronic Material Cost	_____	$ 0.10		$ -
Outside Resource Cost	_____	_____		
Postage	_____	_____		
	_____	_____		
Total Due:				$ -

_____ Approved
_____ Partial Approval Portion to withhold: _____
_____ Denied Reason _____
_____

_____ _____
Sheriff or Chief Deputy Authorization Date

Pick up _____ Mailed _____ Emailed _____ Date _____

Completed by: _____