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TOWN OF GRETNA
INCORPORATED 1901



September 16, 2026

To: Kavonte Jones Sr.

Subject: Freedom of Information Requests

This written notice acknowledges that the Town of Gretna has received two (2) separate requests from Kavonte Jones, Sr., by which he requested that the Town pursuant to the terms of the Virginia Freedom of Information Act give to him certain information, with one request being focused on potential information that the Town allegedly has in its possession with respect the Gretna Village Apartment Complex located in the Town and the other request being focused on the Town of Gretna water plant project.

These two requests were received from Mr. Jones on Thursday September 10, 2026.

Under the Freedom of Information Act, **the Town shall promptly, but in all cases within five working days following the actual date of receiving such requests provide the requested records to the individual initiating a request, or**

Alternatively the Town shall within the above referenced time period provide a written response to the individual initiating the FOIA request explaining why the Town is unable to comply with the request within five business days following the date of the request.

Since the current state statute provides for five (5) working days, after the receipt of the request, in which to respond to the request excluding weekends, the response deadline date is Thursday, September 17, 2026.

Given the volume of information requested, the Town of Gretna staff will need an additional seven (7) work days as allowed by Virginia Code § 2.2-3704(B)(4), to assemble the requested information which will be available no later than Monday, September 28, 2026, but only if the individual making the two FOIA requests fully complies with the terms and condition of the Town as outlined hereinbelow and as allowed by Virginia law.

Therefore, please be advised that pursuant to Virginia Code § 2.2-3704(B)(4) of the **Virginia Freedom of Information Act**, the Town of Gretna is hereby formally notifying you that it is not practically feasible for the Town to provide the requested records within the five-work-day period referenced hereinabove.

The reason that the request for information concerning the Town of Gretna Water Plant project cannot be complied with within the five-work day period following the date that the aforesaid request was actually received by the Town is due to the sheer volume of the information that is being requested.

The reason that the request for information concerning the Gretna Village Apartment Complex cannot be complied with within the five work day period following the date that such request was actually received by the Town is due also to the sheer volume of the information that is being requested and it is also due to the fact that the information being requested for the Gretna Village Apartment Complex involves sensitive and highly confidential information dealing with ongoing criminal investigations.

In addition, with respect to this second separate request involving the Gretna Village Apartment Complex, the Town hereby advises Mr. Jones that the Pittsylvania County Sheriff's Department has some of the requested records, (which the Town does not possess) and the contact information for the Pittsylvania County Virginia Sheriff's Department is as follows, to-wit, 21 N. Main Street, Chatham, VA 24531, Mailing Address: P.O. Box 407, Chatham, VA 24531 and Phone Number: 434-432-7800

As referenced hereinabove, please note that with respect to the request for information concerning the Town Water Project and with respect to the request for information regarding the Gretna Village Apartment Complex, the Town is hereby officially invoking its right to have an extension in the form of an additional seven work days beyond the initial five day response period.

In addition, with respect to information involving the Gretna Village Apartment Complex the Town hereby advises the requester that it may hereafter pursuant to the terms of Virginia Code Section § 2.2-3706.1 invoke an additional 60 day period before responding to the request for information to the extent that the release of such

information may compromise an ongoing criminal investigation and to the extent that the fulfillment of the request may involve the release of information contained within sensitive criminal investigative files.

Also, please be advised that the estimated costs of fulfilling both of the above-referenced requests shall be the total sum of, ONE THOUSAND NINE HUNDRED AND NO/100 DOLLARS, (\$1,900.00)

Pursuant to the terms of Virginia Code Section § 2.2-3704, prior to conducting a search for records, localities are required to notify an initiating requester in writing that the locality may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records.

Therefore, based on the foregoing, please consider this written response to be an official notice that the Town is invoking its rights to make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records.

Under Virginia law, the charges of localities for fulfilling information requests must be based on the **actual hourly rate of salary** (base pay) of the employee(s) performing the work. Localities typically use this method to calculate expenses for searching, data analysis, and redacting legally exempt text.

Also, please be advised that the Town will be charging **25 cents per page** for each page copied for the benefit of Mr. Jones as the initiating FOIA requestor. This amount is in addition to the estimated charge \$1,900.00 for the time and labor of Town employees expended in fulfilling the two request referenced hereinabove.

In addition, please be aware that the Town is forbidden by law from charging extraneous or markup fees to generate revenue and it is forbidden from including overhead expenses such as utility costs in its calculation of fees that are due from individuals initiating a request.

With regard to the two requests referenced hereinabove and with regard to the estimated costs of fulfilling the requests, please be advised that the Town will not be charging extraneous or markup fees to generate revenue nor will it be including overhead expenses such as utility costs in its calculation of fees that are due you in your capacity as an individual make a FOIA request.

Also, please be aware that prior to conducting a search for the records, localities in Virginia are required to inquire of the requester whether he or she would like to receive a cost estimate in advance of the supplying of the requested records.

In this case, out of a sense of fairness to the requestor, the Town of Gretna, on its own initiative is providing the initiating requester with a cost estimate for fulfilling the two requests referenced hereinabove.

Also, please be advised that pursuant to **Virginia Code Section Virginia Code Section § 2.2-3704H** in any case where a locality determines in advance that charges for producing requested records are likely to exceed \$200, the locality may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the costs incurred by the Town in its efforts project and determine the final expected costs and scope of the project that the requestor is requiring the Town to undertake and complete.

The Town has determined that the initial costs of doing an extensive analysis to determine the scope and total estimated costs of fulfilling both requests referenced hereinabove is the sum of, **(\$200.00)**.

The \$200.00 deposit represents actual costs incurred by Town in determining and projecting the total costs to be hereafter incurred by Town in connection with supplying the records requested in connection with the two separate requests from Mr. Jones.

The Town expects and requires that the aforesaid sum of Two Hundred and No/100 Dollars, (\$200.00) must be paid to Town by the requestor before Thursday, September 17, 2026 at 4:30 p.m. before the Town proceeds any further in fulfilling the two requests for information referenced hereinabove.

Once the the aforesaid deposit for collection and production of these documents has been received by the Town, then the Town will continue further with the process of producing all of the documents that it has in its possession.

Likewise, please understand that if the aforesaid deposit is not received by the Town by September 17, 2026 at 4:30, the Town will cease its efforts to continue with the process of collecting and producing all of the documents that it has in its possession.

The payment of the aforesaid deposit amount by the initiating requestor shall be credited toward the final cost due to the Town for the time and effort of its employees in attempting to supply the requested records. \

As allowed by Virginia Law, please be hereby advised that the period within which the Town is required to respond to the initiating requestor shall be tolled and thereby extended for the amount of time that elapses between delivery of the notice of the cost estimate and the written response of Mr. Jones confirming and indicating that the Town should continue and complete its efforts to supply all requested information to him concerning his two information requests.

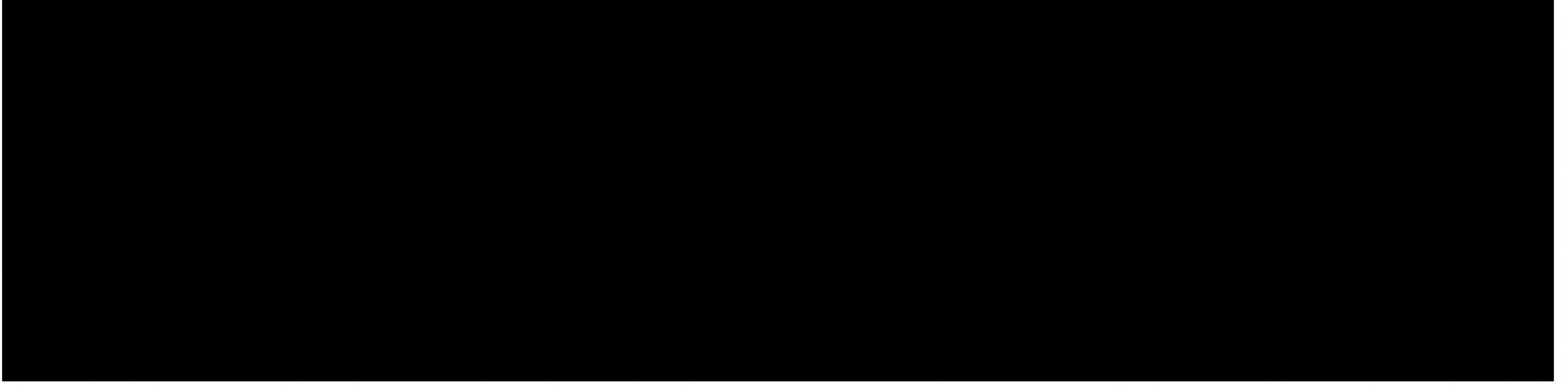
To reiterate, if Mr. Jones after paying the \$200.00 deposit, requires the Town to continue to completion of the information collection project, he shall be required to put his wishes and directives in writing with respect to both information requests for the Town and he shall be required to pay a balance due to the Town of \$1,700.00 (1,900.00 less the \$200.00 deposit) before actually receiving all of the information which the Town has in its possession concerning the two above referenced FOIA requests previously delivered to the Town.

As explicitly allowed by the Virginia Freedom of Information Act, if the Town receives no response from the initiating requester (Mr. Jones) within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn and the Town will not fulfill the two requests for information from Mr. Jones.

Also, please be advised that pursuant to the Virginia Freedom of Information Act, localities shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, but only if that medium is used by the locality body in the regular course of business.

Finally, be advised that no locality is required to produce records from an electronic database in a format not regularly used by the public body. However, the locality body shall make reasonable efforts to provide records in any format under such terms and conditions as mutually agreed upon between the initiating requester and the locality, **providing and only if all reasonable costs of the locality are paid in advance by the initiating requestor.**

Received in person by Mr. Kavonte Jones Sr. on the 16th day of September 2026.



PUBLIC COPY: requester and two witness signatures redacted.

Printed receipt date above remains September 16, 2026.