

Guidance for Filing an Administrative Complaint under Title VI of the Civil Rights Act of 1964

Title VI is the portion of the 1964 Civil Rights Act that bans discrimination on the basis of race, color, and national origin in programs and activities that receive federal funds or other forms of federal financial assistance. Specifically, Title VI provides that “[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 U.S.C. § 2000d.

If you believe that you are excluded from participation in, denied the benefits of, or subjected to discrimination under, any program that receives federal financial assistance, you may file a Title VI complaint with the office of civil rights at the federal agency that provided the financial assistance.

Who Can File a Complaint?

Title VI prohibits discrimination against “person[s].” One need not be a citizen of the United States to be protected by the statute.

Information to Include

In your Title VI complaint to the federal agency, you should include:

1. Your contact information (e.g., phone number, address).
 - a. If you are filing on behalf of another person, include your name and contact information, and your relation to that person.
2. The recipient of federal financial assistance that allegedly committed the discriminatory act.
 - a. (e.g. Main Town Department of Transportation).
3. A description of the alleged discriminatory conduct including dates.
 - a. (e.g. On May 14, Main Town decided to locate a toxic waste incinerator in the only Latino neighborhood in town).
4. A description of how that alleged discriminatory act has the effect of causing a specific adverse impact.
 - a. An adverse impact is a negative natural consequence of the alleged discriminatory act
 - b. (e.g. The incinerator will result in pollution in the neighborhood).
5. A description of how that adverse impact disparately affects an individual or group on the basis one of the categories protected by Title VI (i.e., race, color, or national origin).
 - a. Disparity is the comparison of the adverse impacts on the protected class with a non-protected class. An allegation of disparity is a necessary component of the complaint.
 - b. (e.g. only the Latino neighborhood will suffer because of its close location).
6. A description of any possible retaliation you may have suffered (if any) for complaining about the alleged discrimination.
 - a. Retaliation refers to any adverse action taken by the entity because you alleged discrimination.
 - b. (e.g. Main Town cancelled municipal services in the Latino neighborhood when someone complained about the incinerator).
7. The complaint must be signed and dated.

The complaint should be filed (received) in the federal agency’s office for civil rights within 180 days of the discriminatory conduct, although the agency may exercise its discretion and accept a complaint filed later in time. It is best to file within the 180 day time period.

Review Process

Regulations require that federal agencies establish procedures for the "prompt processing and disposition" of complaints of discrimination in federally funded programs. 28 C.F.R. § 42.408(a). For example, at the EPA upon receipt of the complaint, the agency will first determine if the complaint states a valid claim. Within 20 days, both the complainant and the alleged violator will be notified of the receipt of the complaint. EPA will then conduct an investigation into the charges. However, the process may differ at other agencies.

Confidentiality

Generally, complaints are kept confidential. For example, the EPA agrees to keep the complainant's identity confidential except to the extent necessary to carry out the investigation.

Federal Financial Assistance

In addition to money, federal financial assistance may include the use or rent of federal land or property at below market value, federal training, a loan of federal personnel, subsidies, and other arrangements with the federal government with the intention of providing assistance.

Information about whether the project is receiving federal financial assistance can be obtained by researching the project or activity. You should review any news articles about the project or contact the entity that is conducting the project to determine if they have received federal financial assistance.

In addition, the federal government has a number of websites that allow you to search for projects that receive federal assistance. For example:

1. Catalogue of Federal Domestic Assistance. The Catalogue of Federal Domestic Assistance (CFDA) provides a full listing of all federal programs available to state and local governments (including the District of Columbia); federally-recognized Indian tribal governments; territories (and possessions) of the United States; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.
 - a. <https://www.cfda.gov/>
2. Federal Assistance Award Data System. The Census Bureau maintains the Federal Assistance Award Data System. It is a uniform system for reporting information on federal government financial assistance transactions.
 - a. <http://www.census.gov/govs/www/faads.html>
3. Single Audit Database. The Single Audit Database is a searchable system for finding recipients of over \$500,000 of federal assistance.
 - a. <http://harvester.census.gov/sac/dissement/entity.html>

It may also be necessary to file a Freedom of Information Act (FOIA) request. The Freedom of Information Act (FOIA), 5 U.S.C. § 552 is the federal law that makes government information accessible to the public. Information about how to file a FOIA request is included in this guide.

Filing Suit

Depending on what type of claim you are alleging, you may also be able to file a lawsuit. You must file a complaint for disparate impact discrimination with the funding agency. You are unable to sue under that provision. If you allege intentional discrimination (which is more difficult to prove), you may sue the alleged offending party in federal district court.

Legal Assistance

Contact the Lawyers' Committee for Civil Rights Under Law. We work directly with attorneys who are willing to provide pro bono (free) legal assistance. Formed in 1963 at the request of President John F. Kennedy to involve the private bar in providing legal services to address racial discrimination, the Lawyers' Committee implements its mission and objectives by marshaling the pro bono resources of the bar for litigation, public policy advocacy, and other forms of service by lawyers to the cause of civil rights.

1401 New York Ave, NW, Suite 400
Washington, DC 20005
888-299-5227 (Toll Free)
<http://www.lawyerscommittee.org>

Sample Title VI Complaint

(Date)

Office of Civil Rights
Name of Federal Agency
Address of Agency

This is a complaint filed under Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-7.

Complainant

(Name)
(Address)
(City, State, Zip Code)
(Telephone Number)

Recipient of Federal Financial Assistance

The alleged violator is _____ (specify recipient of federal assistance that committed the discriminatory act). The alleged violator was a recipient of federal financial assistance from _____ (specify federal agency) at the time of the discriminatory act.

Discriminatory Act

The alleged discriminatory act is _____ (describe the act that the recipient committed and when it was committed).

Adverse Impacts

The alleged adverse impacts that will result from these activities are: _____ (describe the negative consequences of the action).

Disparate Impact

The adverse impacts will fall disparately on members of _____ (identify race, color, or national origin of community and describe how that community will disproportionately suffer from the actions).

Request for an Investigation

Complainant requests that _____ (identify federal agency) conduct an investigation to determine whether _____ (identify federal financial assistance recipient) violated Title VI of the Civil Rights Act, 42 U.S.C. §§2000d to 2000d-7 in the _____ (identify recipient's allegedly discriminatory act).

Sincerely,

(Signature)

(Name)
Complainant

Contact Information for Federal Agencies

Department of Agriculture

U.S. Department of Agriculture
Office of Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250, Mail Stop 0115
Telephone number: (202) 720-3808
<http://www.ascr.usda.gov/>

Department of Commerce

U.S. Department of Commerce
Office of Civil Rights
1401 Constitution Ave., NW, Room 6012
Washington, D.C. 20230
Telephone number: (202) 482-0625
<http://www.osec.doc.gov/ocr/default.htm>

Department of Education

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202
Telephone number: (800) 421-3481
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Department of Energy

U.S. Department of Energy
Office of Civil Rights and Diversity
1000 Independence Avenue, SW
Washington, D.C. 20585
Telephone number: (202) 586-5000
http://diversity.doe.gov/civil_rights/

Department of Health and Human Services

U.S. Department of Health and Human Services
Office for Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201
Telephone number: (800) 368-1019
<http://www.hhs.gov/ocr/office/index.html>

Department of Homeland Security

U.S. Department of Homeland Security
Office for Civil Rights and Civil Liberties
Washington, D.C. 20528
Telephone: (202) 401-1474
http://www.dhs.gov/xabout/structure/editorial_0371.shtm

Department of Housing and Urban Development

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 Seventh St., SW Room 5204
Washington, DC 20410
Telephone: (800) 669-9777
<http://portal.hud.gov/portal/page/portal/HUD/topics/>

Department of the Interior

DOI Accessibility & Compliance Coordinator of
Civil Rights
Room MS-5221
1849 C. Street, NW
Washington, DC 20240
Telephone: (202) 208-5693
http://www.doi.gov/diversity/civil_rights.html

Department of Justice

U.S. Department of Justice
Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531
Telephone: (202) 307-0690
<http://www.ojp.usdoj.gov/flash.htm>

Department of Labor

U.S. Department of Labor
Civil Rights Center
Room N-4123
200 Constitution Avenue, NW
Washington, DC 20210
Telephone: (202) 693-6502

Department of Transportation

U.S. Department of Transportation
Departmental Office of Civil Rights
External Civil Rights Programs Division
1200 New Jersey Ave, S.E.
Washington, DC 20590
Telephone: (202) 366-4070
<http://www.dotcr.ost.dot.gov/>

Environmental Protection Agency

U.S. Environmental Protection Agency
Office of Civil Rights
Mail Code 1201A
1200 Pennsylvania Ave NW
Washington, D.C. 20460
Telephone: (202) 564-7272
<http://www.epa.gov/civilrights/>

General Services Administration

U.S. General Services Administration
Office of Civil Rights
1800 F Street, NW, Suite 5127
Washington, DC 20405
Telephone: (202) 501-0767
http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=1

Frequently Asked Questions about Filing a Freedom of Information Act (FOIA) Request

1. What is FOIA?

- a. The Freedom of Information Act (FOIA), 5 U.S.C. § 552 is the federal law that makes government information accessible to the people.

2. Who is covered by FOIA?

- a. FOIA applies to all 15 executive departments and 73 other federal agencies in the executive branch of the U.S. government. It does not apply to the president, Congress or the courts.

3. Does FOIA apply to the states?

- a. FOIA does not apply to state governments, although all 50 states have their own version of FOIA. The procedures for state FOIA requests are largely similar to those of the federal government. A list with information about state FOIA procedures is included in this guide.

4. How do I file a FOIA request?

- a. Write a letter
- b. Mention in the letter that it is a FOIA request.
- c. Be specific about the documents that you are seeking.
- d. Send your request to the agency's FOIA office, and identify the office you believe maintains the records you seek:
 - c. The Department of Justice keeps a list of the FOIA contacts at all federal agencies at this website: <http://www.justice.gov/oip/foiacontacts.htm>
- e. List your own contact information.
- f. Fees for copying, search time, etc. are possible. Request the agency contact you before assessing fees.
- g. Sign and date the letter.

5. When can I expect a response?

- a. Legally, the agency is required to process the request within 20 days, however delays are possible.

6. Can I get any document from the government?

- a. **There are a number of categories of information that are exempted from FOIA requests. These include:**
 1. Classified national defense and foreign relations information.
 2. Internal agency personnel rules and practices.
 3. Information that is prohibited from disclosure by another federal law.
 4. Trade secrets and commercial or financial information obtained from a person that is privileged or confidential.
 5. Inter-agency or intra-agency memoranda or letters that are protected by legal privileges.
 6. Personnel, medical, financial, and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

7. Certain types of information compiled for law enforcement purposes.
8. Records that are contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of any agency responsible for the regulation or supervision of financial institutions.
9. Geological and geophysical information and data, including maps, concerning wells.

Sample FOIA Request

(Date)

Freedom of Information Act Officer
Name of Federal Agency
Address of Agency

Re: Freedom of Information Act Request

Dear _____:

This is a request under the Freedom of Information Act, 5 U.S.C. § 552.

I request that a copy of the following documents (or documents containing the following information) be provided to me: _____ (identify the documents or information as specifically as possible).

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first.

Sincerely,

(Signature)

(Name)
(Address)
(City, State, Zip Code)
(Telephone number)

State Equivalent FOIA Statutes

Alabama

1. State Law: Open Records Law, ALA. CODE §36-12-40 (1975)
 - a. <http://www.legislature.state.al.us/CodeofAlabama/1975/36-12-40.htm>
2. Procedure: Public officials are to make documents available upon request.

Alaska

1. Alaska Public Records Act, ALASKA STAT. § 40.25.110
 - a. <http://www.touchngo.com/lglcntr/akstats/Statutes/Title40/Chapter25/Section110.htm>
2. Procedure: Public officers "having the custody of public records" to give copies upon request, and also indicates that public records of all public agencies are available for inspection "during regular office hours."

Arizona

1. Arizona's Public Records, ARIZ. REV. STAT. §39-101
 - a. <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=39>
2. Procedure: Requests to inspect public records should be directed to the public "officer" who maintains custody of the documents.

Arkansas

1. Arkansas Freedom of Information Act, ARK. CODE ANN. § 25-19-101.
 - a. <http://www.foiarkansas.com/1010/1010foia.html>
2. Procedure: The request should be directed to the "custodian" of the records.

California

1. Calif. Public Records Act, CAL. GOV'T CODE §6250-6268
 - a. <http://www.thefirstamendment.org/publicrecordsact.pdf>
2. Procedure: The request should be directed to the public official or employee who has custody of the records

Colorado

1. Public Records Law, COLO. REV. STAT. §24-72-201
 - a. <http://www.colorado.gov/dpa/doit/archives/open/00openrec.htm>
2. Procedure: Requests should be made to any custodian or the "official custodian" of the record.

Connecticut

1. Connecticut Freedom of Information Act, CONN. GEN. STAT. § 1-200
 - a. <http://www.state.ct.us/foi/2009FOIA/2009FOIAStatutoryIndex.htm>
2. Procedure: Public officials are to make documents available upon request.

Delaware

1. Delaware Freedom of Information Act, DEL. CODE ANN. tit. 29, § 10001 et seq.
 - a. <http://delcode.delaware.gov/title29/c100/index.shtml>
2. Procedure: Generally FOIA responsibilities are not assigned to specific offices. Request documents from the agency in question.

District of Columbia

1. District of Columbia Freedom of Information Act, D.C. CODE §§ 2-531 et seq.
 - a. <http://www.os.dc.gov/os/cwp/view,a,1207,q,582746,osNav,%7C31376%7C.asp>
2. Procedure: FOIA requests should be directed to the FOIA office of the public body or agency that maintains the requested records or, if there is no FOIA Officer, to the head of the public body or agency that maintains the requested records.

Florida

1. Florida Open Records Statute, FLA. STAT. §119.01 et seq.
 - a. http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0119/titl0119.htm&StatuteYear=2009&Title=%2D%3E2009%2D%3EChapter%20119
2. Fla. Const. art. I, §24
3. Procedure: A request to inspect or copy public records should be made to the "custodian" of such records.

Georgia

1. Georgia Open Records Act -- O.C.G.A. § 50-18-70 et seq.
 - a. <http://law.justia.com/georgia/codes/50/50-18-70.html>
2. Procedure: The request can be made to any custodian of the records desired. It is often useful, however, to direct the request to the head of the agency having custody of the records.

Hawaii

1. Hawaii Uniform Information Practices Act, HAW. REV. STAT. § 92F-1
 - a. <http://www.state.hi.us/oip/uipa.html#92F11>
2. Procedure: Requests should be directed to the agency possessing the records desired.

Idaho

1. Idaho Public Records Law, IDAHO CODE ANN §. 9-337 to 9-350
 - a. <http://www.legislature.idaho.gov/idstat/Title9/T9CH3SECT9-337.htm>
2. Procedure: Request the documents from the agency you believe has them.

Illinois

1. Illinois Freedom of Information Act, 5 ILL. COMP. STAT. 120/1

- a. <http://foia.ilattorneygeneral.net/FreedomofInformationAct.aspx>
2. Procedure: Each public body is required to prominently display at each of its administrative or regional offices . . . a brief description of the methods whereby the public may request information and public records.

Indiana

1. Indiana Access to Public Records Law, Ind. Code § 5-14-3-1 to 5-14-3-10
 - a. <http://www.state.in.us/legislative/ic/code/title5/ar14/ch3.html>
2. Procedure: Any employee of a public agency may receive the request.

Iowa

1. Iowa Open Records Law, IOWA CODE ANN. § 22.1 et seq.
 - a. <http://www2.legis.state.ia.us/IACODE/1999/22/>
2. Procedure: Requests should be made to the lawful custodian or authorized deputy

Kansas

1. Kansas Open Records Act, KAN. STAT. ANN. § 45-215 et seq.
 - a. <http://www.kslegislature.org/legsrv-statutes/getStatuteFile.do?number=/45-215.html>
2. Procedure: Public officials are to make documents available upon request.

Kentucky

1. Kentucky Open Records Act -- KY. REV. STAT. ANN. §61.870 et seq.
 - a. <http://www.lrc.state.ky.us/KRS/061-00/870.PDF>
2. Procedure: The custodian receives requests to inspect records.

Louisiana

1. Louisiana Public Records Act, LA. REV. STAT. ANN. § 44:1 et seq.
 - a. <http://www.legis.state.la.us/lss/lss.asp?doc=99632>
2. La Const. Art. XII, §3
 - a. <http://senate.legis.state.la.us/Documents/Constitution/Article12.htm#%A73.%A0%A0Right%20to%20Direct%20Participation>
3. Procedure: Requests should be made to the custodian of the document.

Maine

1. Maine Freedom of Access Act, 1 ME. REV. STAT. ANN. § 409 (1)
 - a. <http://www.maine.gov/foaa/index.htm>
2. Procedure: A request for a record should be presented to the custodian of the record or to the office in which it is likely to be located.

Maryland

1. Maryland Freedom of Information Act, MD. CODE ANN., STATE GOV'T §10-611 et seq.
 - a. <http://www.oag.state.md.us/Opengov/pia.htm>
2. Procedure: Public officials are to make documents available upon request.

Massachusetts

1. Massachusetts Public Records Law, MASS. GEN. LAWS ch. 66 et seq.
 - a. <http://www.mass.gov/legis/laws/mgl/gl-66-toc.htm>
2. Procedure: An applicant must make a written application to the "custodian" of the document.

Michigan

1. Freedom of Information Act – MICH. COMP. LAWS § 15.231 et seq.
 - a. http://www.michigan.gov/ag/0,1607,7-164-17337_18160-51242--,00.html
2. Procedure: Write the public body's FOIA coordinator.

Minnesota

1. Minnesota Data Practices Act, MINN. STAT. § 13.01 et seq.
 - a. <https://www.revisor.mn.gov/statutes/?id=13>
2. Procedure: Requests for access to public records should be directed to the appointed custodian of those records.

Mississippi

1. Mississippi Public Access to Public Records, MISS. CODE ANN. § 25-61-1 et seq.
 - a. <http://www.mscode.com/free/statutes/25/061/0001.htm>
2. Procedure: Public officials are to make documents available upon request.

Missouri

1. Missouri Public Records Law, MO. REV. STAT. § 109.180
 - a. <http://www.moga.mo.gov/statutes/C100-199/1090000180.HTM>
2. Procedure: Requests for access to public records should be directed to the custodian of those records

Montana

1. Montana Public Records Law, MONT. CODE ANN. § 2-6-101
 - a. http://data.opi.state.mt.us/bills/mca_toc/2_6_1.htm
2. See also: Mont. Const. Art. II, § 9
3. Procedure: The request for a document should be submitted directly to the custodian of the document.

Nebraska

1. Nevada Public Records Statutes, NEB. REV. STAT. § 84-712 et seq.
 - a. <http://www.ago.ne.gov/public/publicrecords.htm>
2. Procedure: Requests should be made to persons with custody of the desired record(s). If the custodian is unknown, the request should be directed to the director of the agency or head of public body.

New Hampshire

1. New Hampshire Access to Public Records and Meetings, N.H. REV. STAT. ANN. §91-A
 - a. <http://www.gencourt.state.nh.us/rsa/html/vi/91-a/91-a-mrg.htm>
2. Procedure: Requests for records should be in writing and directed to an official of the public body from which the records are sought.

New Jersey

1. New Jersey Open Public Records Act, N.J. STAT. ANN. 47:1A-1 et seq.
 - a. <http://www.nj.gov/grc/pdf/act.pdf>
2. Procedure: Request shall be made to the custodian of the documents.

New Mexico

1. New Mexico Inspection of Public Records Act, N.M. STAT. § 14-2-1 et seq.
 - a. <http://www.nmag.gov/office/Divisions/Civ/OMAIPRA/Default.aspx>
2. Procedure: Each public body must designate at least one custodian of public records and requests are sent to the custodian.

New York

1. New York Freedom of Information Law, N.Y. PUB. OFF. LAW, § 84-90
 - a. <http://www.dos.state.ny.us/coog/foil2.html>
2. Procedure: The person within an agency from whom records may be obtained is generally designated the records access officer, and is responsible for coordinating the agency's response to FOIL requests

North Carolina

1. Public Records Law, N.C. GEN. STAT. ANN. §132-1
 - a. http://www.ncleg.net/enactedlegislation/statutes/html/bychapter/chapter_132.html
2. Procedure: Requests for public records may be made to the custodian of the public record.

North Dakota

1. North Dakota Open Records Law, N.D. Cent. Code §44-04-18 et seq.
 - a. <http://www.ag.nd.gov/Brochures/FactSheet/OR&MeetingsCitizens.pdf>
2. Procedure: Any official of any agency can be asked for public records.

Ohio

1. Ohio Availability of Public Records, OHIO REV. CODE ANN. § 149.43
 - a. <http://codes.ohio.gov/orc/149.43>
2. Procedure: Requests should go to the public office or official with custody of the records.

Oklahoma

1. Oklahoma Open Records Act, OKLA. STAT. tit. 51 § 24A.1 et seq.
 - a. <http://www.foioklahoma.org/OpenRecords.pdf>
2. Procedure: The public body must designate the person to receive the request.

Oregon

1. Oregon Inspection of Public Records, OR. REV. STAT. § 192.410-192.505.
 - a. <http://landru.leg.state.or.us/ors/192.html>
2. Procedure: All requests are first directed to the actual custodian of the records in question.

Pennsylvania

1. Pennsylvania Right to Know Act, 65 PA. STAT. ANN. § 66.1 et seq.
 - a. http://www.openrecordspa.org//rtk_assets/09RTKlaw.pdf
2. Procedure: The Act states that “written request[s] must be addressed to the open-records officer” that agencies are required to designate under the Act.

Rhode Island

1. Rhode Island Access to Public Records Act, R.I. GEN. LAWS § 38-2-1 et seq.
 - a. <http://www.rilin.state.ri.us/Statutes/TITLE38/38-2/INDEX.HTM>
2. Procedure: The request should go to the custodian of records for the public body.

South Carolina

1. South Carolina Freedom of Information Act, S.C. CODE ANN. § 30-4-10
 - a. <http://www.scstatehouse.gov/code/t30c004.htm>
2. Procedure: Public officials are to make documents available upon request.

South Dakota

1. South Dakota Open Records, S.D. CODIFIED LAWS § 1-27-1 et seq.
 - a. <http://legis.state.sd.us/statutes/DisplayStatute.aspx?Statute=1-27&Type=Statute>
2. Procedure: Contact the person who has the documents, unless the agency has a designee to receive requests.

Tennessee

1. Tennessee Open Records Act, TENN. CODE ANN. §10-7-101.
 - a. <http://www.tcog.info/law/law.htm>
2. Procedure: Requests for the right of personal inspection should be addressed to the official in and/or designee of the official in charge of the records.

Texas

1. Texas Public Information Act, TEX. GOV'T CODE ANN. § 552.001.
 - a. <http://www.oag.state.tx.us/open/index.shtml>
2. Procedure: Request should be made in writing to the official that possesses the records.

Utah

1. Utah Government Records Access and Management Act, Utah Code Ann. §. 63-2-101 et seq.
 - a. <http://le.utah.gov/~code/TITLE63G/63G02.htm>
2. Procedure: Check the specific agency for its individual procedures.

Vermont

1. Vermont Public Documents Law, 1 VT. STAT. ANN § 315-320 et seq.
 - a. <http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=01&Chapter=005&Section=00315>

2. Procedure: Make a request for it to the custodian of a public record, who produces the record for inspection.

Virginia

1. Virginia Freedom of Information Act, VA. CODE ANN. § 2.2-3700 et seq.
 - a. <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+2.2-3700>
2. Procedure: The request should be directed to the agency that is the custodian of the records that are being sought.

Washington

1. Washington Public Records Act, WASH. REV. CODE §42.56.001 et seq.
 - a. <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>
2. Procedure: Each agency promulgates its own procedures for obtaining records.

West Virginia

1. West Virginia Freedom of Information Act, W. VA. CODE §29B-1-1et seq.
 - a. <http://law.justia.com/westvirginia/codes/29b/wvc29b-1-1.html>
2. Procedure: Direct the request to the official in charge of the government body.

Wisconsin

1. Wisconsin Public Records Act, WIS. STAT. § 19.31-19.39 et seq.
 - a. <http://www.wisfoic.org/records.html>
2. Procedure: Each authority is required to designate one or more custodians and to outline methods whereby, the public may obtain information and access to records.

Wyoming

1. Wyoming Public Records Act, WYO. STAT. ANN. § 16-4-201.
 - a. <http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title16/T16CH4AR2.htm>
2. Procedure: Requests should be directed to custodian of the public record.