

## REQUESTS FOR INFORMATION

Gloucester County Public Schools complies with Virginia's Freedom of Information Act. Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. All requests for information shall be processed in accordance with File No. KBA-R Requests for Information.

The name and contact information for the person the Gloucester County School Board has designated as its Freedom of Information (FOIA) Officer is listed in regulation KBA-R Requests for Information and posted at the School Board office and on the division's website. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA officer receives training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

<b>ADOPTED:</b>	May 11, 1999
<b>REVISED:</b>	August 14, 2007 March 12, 2013 August 9, 2016 July 18, 2017
<b>LEGAL REFERENCES:</b>	Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2.
<b>CROSS REFERENCE:</b>	KBA-E1      Request for Public Records KBA-E2      Record of Inspection and/or Delivery of Copies KBA-P        Rights and Responsibilities KBA-R        Requests for Information