

REQUESTS FOR PUBLIC RECORDS

Gloucester County Public Schools complies with Virginia's Freedom of Information Act (FOIA). 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 Public Records.

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 Public Records 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.

Officers, employees, and members of the School Board who fail to provide public records as required by FOIA because they altered or destroyed the requested records with the intent to avoid the provisions of FOIA are subject to penalties in their individual capacity of up to \$100 per record altered or destroyed.

ADOPTED: May 11, 1999

REVISED: August 14, 2007
 March 12, 2013
 August 9, 2016
 July 18, 2017
 November 10, 2020

LEGAL REFERENCES: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2 2.2-3714.

CROSS REFERENCE: 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 Public Records