

## REQUESTS FOR INFORMATION

Alexandria City Public Schools complies with the Virginia Freedom of Information Act (FOIA). Except as otherwise specifically provided by law, ACPS public records are open for inspection during regular office hours 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.

All requests for information are processed in accordance with Regulation KBA-R.

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.

The name and contact information for the person the School Board has designated as its Freedom of Information (FOIA) Officer is listed in regulation KBA-R and posted on the Division 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 once during each consecutive period of two calendar years, beginning on the date on which the FOIA Officer last completed a training session by the School Board's legal counsel, or the Virginia Freedom of Information Advisory Council.

Adopted: June 1, 2006  
Amended: July 2, 2007  
Affirmed: June 23, 2016  
Amended: December 15, 2016  
Amended: December 20, 2018  
Amended: November 4, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2, 2.2-3714.

Cross Refs.: IFB Approval Process for Research Studies  
KBA-R Requests for Information Regulations  
KBE Internet Privacy