

COMMUNITY RELATIONS

Access to Records

A. Generally

Official records of the School Board are open to inspection during regular business hours in accordance with applicable law and under conditions set forth by the Superintendent or designee.

B. Fee for Search Time and Copying

As authorized by Virginia Code, the School Division may assess charges for the cost of staff time to search for and produce responsive records. Those charges are based on the hourly rate provided by the Department of Human Resources. The School Division shall make all reasonable efforts to supply the requested records at the lowest possible cost. Prior to conducting a search of records, the School Division shall notify the requestor in writing that the public body may make reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying or searching for requested records and inquire of the requestor whether the requestor would like the request a cost estimate in advance of supplying the requested records. The School Division shall provide the requestor with a cost estimate if requested. The period within which the School Division shall respond shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of requestor. If the School Division receives no response from the requestor within thirty days of sending the cost estimate, the request shall be deemed to be withdrawn. Any cost incurred by the School Division in estimating the cost of supplying the requested records shall be applied to the overall charges to be paid by the requestor for supplying of such requested records.

Editor's Note

See also School Board Policies 4-15, Personnel Records and 5-31, Student Records and any implementing regulations.

Legal Reference

Code of Virginia § 2.2-3700 et seq., as amended. Virginia Freedom of Information Act.

Code of Virginia § 2.2-3704, as amended. Public records to be open to inspection; procedures for requesting records and responding to request; charges; transfer of records for storage, etc.

Code of Virginia § 22.1-287, as amended. Limitation on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory Information.

Code of Virginia § 2.2-3800- 3809, as amended. Government data collection and dissemination practices act.

Related Links

School Board **Policy 4-15**

School Board **Policy 5-31**

School Board **Regulation 5-31.1**

Adopted by School Board: October 21, 1969

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Amended by School Board: July 16, 1991

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Amended by School Board: July 12, 2022

APPROVED AS TO
LEGAL SUFFICIENCY


