

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. Copies of official records may be made in accordance with applicable law. A reasonable fee may be charged for search time and/or duplication expense in supplying copies.~~

Legal Reference:

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

Editor's Note:

See also School Board [Policies 4-15](#), Personnel Records and [5-31](#), Student Records and any implementing regulations.

Adopted by School Board: October 21, 1969
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