

## REQUESTS FOR PUBLIC RECORDS

The Westmoreland County School Board complies with the Virginia 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 are processed in accordance with KBA-R Requests for Public Records.

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 Westmoreland School Board has designated as its Freedom of Information Act (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 officers 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: September 13, 1999

Amended: July 18, 2016

Amended: July 17, 2017

Amended: April 15, 2019

Amended: July 15, 2019

Amended: July 20, 2020

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

Cross Ref.: KBA-R Requests for Public Records