

Virginia Freedom of Information Act – Rights and Responsibilities

The Rights of Requesters and the Responsibilities of Southwest Virginia Community College
under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act

your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.

Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of the System Office, nor does it require the System Office to create a record that does not exist.

You may choose to receive electronic records in any format used by Southwest Virginia Community College in the regular course of business.

- o For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records.

If we have questions about your request, e quest, e ques

A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia.

You may have to pay for the records that you request from Southwest Virginia Community College.

of a minor student or by a student 18 years old or older, or for the first hour of time to respond to a FOIA request.

Copying costs shall be assessed on public records that are printed, but not on public records that are provided electronically.

Public records are provided at the costs specified below:

Paper copies from paper original (B&W)	\$.25/page
Larger than legal size paper copies	\$1.00/page
Video, CD, DVD, etc.	Cost of reproduction
Staff time at full-time hourly rate (average)	\$25.00/hour

Southwest Virginia Community College also may charge

Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)

Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))

x Vendor proprietary information (§ 2.2-ney