

Rights & Responsibilities:

The Rights of Requesters and the Responsibilities of Culpeper County under the Virginia Freedom of Information Act

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth of Virginia and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect **or** receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a Request for records from the County

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
 - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of 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." You are required to 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 does not require that records be created that do not exist.
- You may choose to receive electronic records in any format used by the County in the regular course of business.
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

To request records from the County, you may direct your request to Shelia Jane Weimer, FOIA Officer. She can be reached at Attn: S. Weimer, Office of the County Attorney, 306 N. Main Street, Culpeper, Virginia 22701. Tele: 540-727-3407, Fax: 540-727-3462, or via email at legalsupport@culpepercounty.gov or sweimer@culpepercounty.gov. You may also contact her with questions you have concerning requesting records from the County.

Culpeper County's Responsibilities in Responding to Your Request

- The County must respond to your request within five working days of receiving it. "Day One" is considered the first workday after your request is received. The five-day period does not include weekends or holidays.
- You do not have to state why you want the records. FOIA does, however, allow the County to require you to provide your name and legal address.
- FOIA requires that the County make one of the following responses to your request within the five-day time period:
 - 1) We provide you with the records that you have requested in their entirety.
 - 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.
 - 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - 4) We inform you in writing that the requested records cannot be found or do

not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.

- 5) If it is practically impossible for the County to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- 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 the County. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs. The County does not have a fixed charge for accessing or searching for the requested records. Charges for accessing or searching for the requested records will be based upon the hourly rate of the person searching for the requested records; to keep costs down the County uses the lowest paid staff members capable of retrieving the requested records in responding to the request. The costs will be calculated in the following manner, pursuant to Va. Code Ann., Sec. 2.2-3704.1(A)(7):
 1. The actual cost of time spent by County employees in searching for, gathering, or redacting records in response to a request. For each employee, this cost shall be the hourly rate of the employee (not including benefits or other overhead costs for that employee)

multiplied by the number of hours that employee spends performing tasks in response to that FOIA request. The Records Custodian or FOIA Officer shall use the lowest-paid employee capable of performing these tasks.

2. The actual cost of duplication of the record. Based upon estimates calculated for paper and use of a copying machine or printer, including toner costs as well as equipment cost averages, Culpeper County shall charge \$0.16 per page for duplication. This amount will be updated from time to time, but at least annually, by the Director of Finance, and the amount will be clearly set forth and based upon quantitative criteria stated above.
 3. The actual cost of mailing or delivering. This cost shall be the amount expended by the County in mailing or otherwise delivering the records to the requester. There shall be no charge assessed for mailing if the requester personally picks up the responsive records from a County office.
- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
 - You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
 - If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the County will require payment of the past-due bill before it will respond to your new FOIA request.

Types of records

The following is a general description of the types of records held by the County:

- Records of contracts which the County has entered into with vendors.
- Financial records of the County.
- Records of the meetings and transactions of the Board of County Supervisors.
- Personnel records concerning employees and officials.

If you are unsure whether the County has the record(s) you seek, please feel free to contact the FOIA Officer named above.

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public

disclosure. The County commonly withholds records subject to the following exemptions:

- 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))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))
- Criminal investigative file information (§ 2.2-3706 and § 2.2-3706.1)
- Real estate and personal property tax information consistent with (§ 58.1-3)
- Health records (§ 32.1-127.1:03)

Policy regarding the use of exemptions

There is no written policy requiring that any statutory exemption will be invoked to withhold records but, it is

- The general practice of the County to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of the County.
- The general practice of the County to invoke the contract negotiations and/or vendor proprietary exemptions whenever it applies in order to protect the County's bargaining position and negotiating strategy and/or the vendor's legally protected proprietary information.
- The general practice of the County to invoke the attorney-client privilege or attorney work product exemptions in those instances where it applies in order to protect the County in litigation and/or other legal matters.
- The general practice of the County to invoke the criminal investigative file information exemption in those instances where it applies in order to protect the work of law enforcement in its efforts to investigate and/or prosecute crime.
- The general practice of the County to invoke the real estate and personal property tax and health record exemptions, as mandated by the Code of Virginia.

The Offices of the Constitutional Officers of the Commonwealth of Virginia, including Clerks of Court, Sheriffs, Treasurers, Commissioners of Revenue, and Commonwealth Attorneys are separate and distinct legal entities from the political subdivisions in which they serve. Please visit the individual Constitutional Officers' of Culpeper County webpages for contact information for those offices and/or contact the FOIA Officer for Culpeper County named above who can direct you to those offices.

Please NOTE: Pursuant to Virginia Code Ann., Sec. 2.2-3704.1 (B), if you wish to comment on the quality of assistance provided to you as the requester, please follow the following link, and select the tab Public Comment Form: [Sample Letters \(Freedom of Information Advisory Council\) \(virginia.gov\)](#)