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| **FOIA 2018**  **A records training under the**  **VA Freedom of Information Act**    Sponsors:  Virginia Freedom of Information  Advisory Council  Office of the Attorney General  Local Government Attorneys of Virginia  Virginia Association of Broadcasters  Virginia Association of Chiefs of Police  Virginia Association of Counties  Virginia Coalition for Open Government, Inc.  Virginia Government Communicators  Virginia Municipal League  Virginia Press Association  Virginia School Boards Association  Virginia Sheriffs' Association | **FOIA 2018**  **RECORDS TRAINING**  Learn about custody, transfer, and reaction of public records, and trade secrets under the VA Public Records Act. Learn how to best manage your records to stay in compliance with FOIA and the VA Public Records Act.  The training will provide an overview of the legal requirements regarding access to public records under the Virginia Freedom of Information Act (FOIA), including what is a public record, how to make a public records request, how to respond to records request, information on exemptions from mandatory disclosure, and the remedies available should a violation occur.  1.5 credits (CLE-Attorneys)  FOIA Officer Annual Training and other organizations  **NOTE:** Please be aware that this registration form is "FOIA-able" and must be released if requested. You may wish to keep this in mind when completing the registration form. You must include your name, but may limitthe other contact information you provide to that which you would feel comfortable releasing to the public should a FOIA request be made. | Records Training will be held at 2:00 p.m. in the Pocahontas Building located at 900 E. Main Street, Richmond VA, 23219 in the House Committee Room 300-A on:  **Wednesday, July 25, 2018**  **Wednesday, August 29, 2018**  **Wednesday, October 3, 2018**  **Wednesday, November 7, 2018**  **Who should attend**: The training should be of interest to citizens, FOIA officers, state and local officials, public information officers, municipal clerks, the media, local government attorneys, attorneys who practice before state and local government, school board and law enforcement personnel and anyone with an interest of the legal requirements regarding access to public records.  **For more information, please visit our website:**  [**http://foiacouncil.dls.virginia.gov**](http://foiacouncil.dls.virginia.gov)  **Freedom of Information Records Training**  **Name:** **Click or tap here to enter text**.  **Affiliation**: **Click or tap here to enter text**.  **Address**: **Click or tap here to enter text.**  **City/State/Zip** **Click or tap here to enter text.**  **Phone #: Click or tap here to enter text.**  **Email:** **Click or tap here to enter text.**  **Choose DATE of training you wish to attend below:**  **Choose an item.**  **SAVE THIS FORM AS A WORD DOCUMENT AND E-MAIL AS AN ATTACHMENT TO: djordan@dls.virginia.gov** |