



Meeting of the Database Index Subcommittee

**Monday, October 6, 2008
Upon adjournment of the FOIA Council
House Room D
General Assembly Building**

SUGGESTED AGENDA

1. Call to Order and introduction of members.
2. Database Index requirements of § 2.2-3704(J). *Background: Requires all state public bodies to compile and annually update an index of their computer databases. The index must include "a list of data fields, a description of the format or record layout, the date last updated, a list of any data fields to which public access is restricted, a description of each format in which the database can be copied or reproduced using the public body's computer facilities, and a schedule of fees for the production of copies in each available form."*
3. Related provision: Rights & Responsibilities requirements of § 2.2-3704.1. *Background: Requires state agencies in the executive branch to post on the Internet and make available upon a request a statement describing a requester's rights in making a request under FOIA and the agencies' responsibilities in responding to a FOIA request. The statement must also include contact information for a person who will help with and respond to FOIA requests, and a policy statement concerning records routinely withheld from release as permitted by FOIA.*
3. Discussion.
4. Public Comment.
5. Set future meeting dates.

6. Adjournment.

FOIA Subcommittee Members

Forrest M. Landon, Chair
Mary Yancey Spencer

Ralph L. "Bill" Axselle
Sandra Treadway

Staff: Maria Everett, Alan Gernhardt

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