

SENATE BILL NO. _____ HOUSE BILL NO. _____

1 A BILL to amend and reenact § 2.2-3704 of the Code of Virginia, relating to the Virginia Freedom of
2 Information Act; tolling response time when requester asks for a cost estimate in advance.

3 **Be it enacted by the General Assembly of Virginia:**

4 **1. That § 2.2-3704 of the Code of Virginia is amended and reenacted as follows:**

5 **§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and**
6 **responding to request; charges; transfer of records for storage, etc.**

7 A. Except as otherwise specifically provided by law, all public records shall be open to citizens of
8 the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth,
9 and representatives of radio and television stations broadcasting in or into the Commonwealth during the
10 regular office hours of the custodian of such records. Access to such records shall be provided by the
11 custodian in accordance with this chapter by inspection or by providing copies of the requested records,
12 at the option of the requester. The custodian may require the requester to provide his name and legal
13 address. The custodian of such records shall take all necessary precautions for their preservation and
14 safekeeping.

15 B. A request for public records shall identify the requested records with reasonable specificity.
16 The request need not make reference to this chapter in order to invoke the provisions of this chapter or to
17 impose the time limits for response by a public body. Any public body that is subject to this chapter and
18 that is the custodian of the requested records shall promptly, but in all cases within five working days of
19 receiving a request, provide the requested records to the requester or make one of the following responses
20 in writing:

21 1. The requested records are being entirely withheld. Such response shall identify with reasonable
22 particularity the volume and subject matter of withheld records, and cite, as to each category of withheld
23 records, the specific Code section that authorizes the withholding of the records.

24 2. The requested records are being provided in part and are being withheld in part. Such response
25 shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each
26 category of withheld records, the specific Code section that authorizes the withholding of the records.

27 3. The requested records could not be found or do not exist. However, if the public body that
28 received the request knows that another public body has the requested records, the response shall include
29 contact information for the other public body.

30 4. It is not practically possible to provide the requested records or to determine whether they are
31 available within the five-work-day period. Such response shall specify the conditions that make a response
32 impossible. If the response is made within five working days, the public body shall have an additional
33 seven work days in which to provide one of the four preceding responses.

34 5. If a requester asks for an estimate of charges pursuant to subsection F, the public body shall
35 provide the estimate within five working days of receiving the request. If the requester agrees to proceed
36 with the request after receiving the estimate, the public body shall provide one of the preceding responses
37 within five working days of receiving such agreement.

38 C. Any public body may petition the appropriate court for additional time to respond to a request
39 for records when the request is for an extraordinary volume of records or requires an extraordinarily
40 lengthy search, and a response by the public body within the time required by this chapter will prevent the
41 public body from meeting its operational responsibilities. Before proceeding with the petition, however,
42 the public body shall make reasonable efforts to reach an agreement with the requester concerning the
43 production of the records requested.

44 D. Subject to the provisions of subsection G, no public body shall be required to create a new
45 record if the record does not already exist. However, a public body may abstract or summarize information
46 under such terms and conditions as agreed between the requester and the public body.

47 E. Failure to respond to a request for records shall be deemed a denial of the request and shall
48 constitute a violation of this chapter.

49 F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing,
50 duplicating, supplying, or searching for the requested records. No public body shall impose any

51 extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating
52 or maintaining records or transacting the general business of the public body. Any duplicating fee charged
53 by a public body shall not exceed the actual cost of duplication. The public body may also make a
54 reasonable charge for the cost incurred in supplying records produced from a geographic information
55 system at the request of anyone other than the owner of the land that is the subject of the request. However,
56 such charges shall not exceed the actual cost to the public body in supplying such records, except that the
57 public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed
58 by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50
59 acres. All charges for the supplying of requested records shall be estimated in advance at the request of
60 the citizen.

61 G. Public records maintained by a public body in an electronic data processing system, computer
62 database, or any other structured collection of data shall be made available to a requester at a reasonable
63 cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases
64 are combined or contain exempt and nonexempt records, the public body may provide access to the exempt
65 records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided
66 by this chapter.

67 Public bodies shall produce nonexempt records maintained in an electronic database in any
68 tangible medium identified by the requester, including, where the public body has the capability, the option
69 of posting the records on a website or delivering the records through an electronic mail address provided
70 by the requester, if that medium is used by the public body in the regular course of business. No public
71 body shall be required to produce records from an electronic database in a format not regularly used by
72 the public body. However, the public body shall make reasonable efforts to provide records in any format
73 under such terms and conditions as agreed between the requester and public body, including the payment
74 of reasonable costs. The excision of exempt fields of information from a database or the conversion of
75 data from one available format to another shall not be deemed the creation, preparation, or compilation of
76 a new public record.

77 H. In any case where a public body determines in advance that charges for producing the requested
78 records are likely to exceed \$200, the public body may, before continuing to process the request, require
79 the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The
80 deposit shall be credited toward the final cost of supplying the requested records. The period within which
81 the public body shall respond under this section shall be tolled for the amount of time that elapses between
82 notice of the advance determination and the response of the requester.

83 I. Before processing a request for records, a public body may require the requester to pay any
84 amounts owed to the public body for previous requests for records that remain unpaid 30 days or more
85 after billing.

86 J. In the event a public body has transferred possession of public records to any entity, including
87 but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating
88 the transfer of such records shall remain the custodian of such records for purposes of responding to
89 requests for public records made pursuant to this chapter and shall be responsible for retrieving and
90 supplying such public records to the requester. In the event a public body has transferred public records
91 for storage, maintenance, or archiving and such transferring public body is no longer in existence, any
92 public body that is a successor to the transferring public body shall be deemed the custodian of such
93 records. In the event no successor entity exists, the entity in possession of the public records shall be
94 deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and
95 supply such records to the requester. Nothing in this subsection shall be construed to apply to records
96 transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the
97 Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia
98 shall be the custodian of such permanently archived records and shall be responsible for responding to
99 requests for such records made pursuant to this chapter.

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