

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

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

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

45           F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing,  
46 duplicating, supplying, or searching for the requested records. No public body shall impose any  
47 extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating  
48 or maintaining records or transacting the general business of the public body. Any duplicating fee charged  
49 by a public body shall not exceed the actual cost of duplication. The public body may also make a  
50 reasonable charge for the cost incurred in supplying records produced from a geographic information

51 system at the request of anyone other than the owner of the land that is the subject of the request. However,  
52 such charges shall not exceed the actual cost to the public body in supplying such records, except that the  
53 public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed  
54 by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50  
55 acres. All charges for the supplying of requested records shall be estimated in advance at the request of  
56 the citizen. The period within which the public body shall respond under this section shall be tolled for  
57 the amount of time that elapses between notice of the cost estimate and the response of the requester. If  
58 the public body receives no response from the requester within 30 days of sending the cost estimate, the  
59 request shall be deemed to be withdrawn.

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

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

76 H. In any case where a public body determines in advance that charges for producing the requested  
77 records are likely to exceed \$200, the public body may, before continuing to process the request, require

78 the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The  
79 deposit shall be credited toward the final cost of supplying the requested records. The period within which  
80 the public body shall respond under this section shall be tolled for the amount of time that elapses between  
81 notice of the advance determination and the response of the requester.

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

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

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