



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

COMMONWEALTH OF VIRGINIA

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October 21, 2024
10:00 AM
(via Zoom)

PROPOSED AGENDA (Annotated)

SB 324 Workgroup Studying Charges under the Virginia Freedom of Information Act

- 1. Call to Order, introduction of participants.**
- 2. Review revised handouts: Access to Public Records, FOIA Charges Guide, Best Practices for Making Requests.** *At its last meeting the workgroup by consensus agreed to a draft guide to best practices for making requests based on a shortened version prepared by the Virginia Coalition for Open Government, and that it be cross-referenced in the existing guides on Access to Public Records and FOIA Charges. All three handouts have been updated to reflect the workgroup's recommendations and changes in the law this year.*
- 3. Fee cap draft.** *At its last meeting the workgroup recommended amendments to draft legislation on fee caps based on language taken from York County's FOIA policy setting a cap at the median employee hourly rate or hourly rate of the employee who actually did the work, whichever is less. Following the workgroup's suggestions, staff has prepared an amended draft that also addresses petitions for additional time to respond to requests and amends the rights and responsibilities statement requirements to match the new language regarding charges.*
- 4. Determine final recommendations to be made in executive summary and report to the FOIA Council.** *The executive summary and final report will recap the workgroup's meetings, the issues and options considered, and the final recommendations made by the workgroup in the form of the handouts and proposed legislation described above, including any amendments or other issues raised at today's meeting. Staff will prepare the executive summary and final report for presentation to the FOIA Council at the Council's next meeting on December 4, 2024.*

5. Other Business.

6. Schedule reminder. *Today's meeting is the last one originally scheduled, but if necessary, the workgroup could meet again in November.*

7. Adjournment.

Staff

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