

REQUESTS FOR PUBLIC RECORDS

The Maggie L. Walker Governor's School complies with the Virginia Freedom of Information Act (FOIA). Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth and representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. All requests for information are processed in accordance with Regulation 6000-R, Requests for Public Records Regulation.

Penalties

Officers, employees, and members of the Regional School Board who fail to provide public records as required by FOIA because they altered or destroyed the requested records with the intent to avoid the provisions of FOIA are subject to penalties in their individual capacity of up to \$100 per record altered or destroyed.

FOIA Officer

The name(s) and contact information for the person(s) the Maggie L. Walker Governor's School Board has designated as FOIA Officer(s) are listed in regulation Pol 6000-R Requests for Public Records and posted at the Regional School Board office and on the school's website. The FOIA Officer(s) serve(s) as a point of contact for members of the public in requesting public records and coordinate(s) the Regional School Board's compliance with FOIA.

FOIA Officer Training

The FOIA Officer(s) receive(s) training at least once during each consecutive period of two calendar years beginning on the date on which the FOIA Officer last completed a training session by the School Board's legal counsel or the Virginia Freedom of Information Advisory Council (FOIA Council) or through an online course offered or approved by the FOIA Council. The FOIA Officer completes such training within a reasonable time period when first designated as the FOIA Officer and at least once during each consecutive period of two calendar years calculated from the date they last completed a training a session. Any School Board legal counsel who is also designated as the School Board's FOIA Officer must complete a training session or online course offered or approved by the FOIA Council.

Adopted: August 20, 2015

Amended: September 15, 2016

Amended: September 14, 2017

Amended: January 16, 2020

Amended: October 15, 2020

Amended: October 20, 2022

Amended: September 18, 2025

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2, 2.2-3714.

Cross Ref:

Reg 6000-R	Requests for Information Regulation
Pol 6000.1	Rights and Responsibilities