

## COMMUNITY RELATIONS

File: KBA

### REQUESTS FOR INFORMATION

Charlottesville City School Board complies with the Virginia Freedom of Information Act. Except as otherwise specifically provided by law, all public records are open to citizens of the Commonwealth, 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 KBA-R Requests for Information.

The name(s) and contact information for the person(s) Charlottesville City School Board has designated as its Freedom of Information (FOIA) Officer(s) is listed in regulation KBA-R Requests for Information and posted at the School Board office and on the division's website. The FOIA Officer serves as a point of contact for members of the public in requesting public records and coordinates the School Board's compliance with FOIA. The FOIA officer receives training at least annually from the School Board's legal counsel or the Virginia Freedom of Information Advisory Council.

Adopted: December 15, 2005  
Revised: February 21, 2008  
Reviewed: June 25, 2013  
Revised: June 27, 2016  
Revised: June 20, 2017

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3704.2.  
Cross Ref.: KBA-R Requests for Information