

**NEW RIVER VALLEY AIRPORT COMMISSION POLICY**  
**ON**  
**VIRGINIA FREEDOM OF INFORMATION ACT (VAFOIA) REQUESTS**

The New River Valley Airport Commission hereby adopts the following procedures and guidelines with regard to Virginia Freedom of Information Act requests.

1. The Commission encourages requests to be made in writing and include the following information:
  - A. Name of individual making the request
  - B. Address to which correspondence with the individual may be directed
  - C. Requester's telephone number
  - D. Identity of the requested records with a reasonable degree of specificity
  - E. Date of request
  
2. Within five (5) working days of receipt of the request, beginning on the first working day after receipt, the custodian shall
  - A. Provide the requested records, or
  - B. Advise the requester in writing that the requested records are being entirely withheld because their release is prohibited by law or the custodian has exercised his discretion to withhold the records in accordance with the Virginia Freedom of Information Act or
  - C. Advise the requester in writing that the requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records in accordance with the Virginia Freedom of Information Act, identifying with reasonable particularity the subject matter of withheld portions, and citing, as to each category of withheld records, the specific code section that authorizes the withholding of the records, or
  - D. Advise the requester in writing that the requested records could not be found or do not exist, but if the custodian is aware that another public body has the requested records, provide contact information for the other public body, or
  - E. Advise the requester in writing that it is not practically possible to provide the requested records or to determine whether they are available within the five (5) work day period, specifying insofar as possible the conditions that make a response within this time impossible.

3. A reasonable charge for the actual cost incurred in accessing, duplicating, supplying, and searching for the requested records may be assessed to the requester. These charges may include staff time charged at the hourly rate of the staff utilized to fulfill the request, a per page charge for black and white copies, a per page charge for color copies, and a per page charge for copies of blueprints, maps, and other oversized documents which may require off-premises copying.
4. In any case when it is determined before a request is fulfilled that charges for providing the requested records are likely to exceed \$200, before continuing to process the request, the requester may be required to pay a deposit not to exceed the amount of the charge estimated to fulfill the request. The amount of any such deposit shall be credited toward the final cost of supplying the requested records. If the final cost of supplying the requested records exceeds the amount of the estimate, the requester shall be responsible for paying the amount by which the final cost exceeds the estimate. If the final cost is less than the amount of the estimate, the difference between the final cost and the amount of the deposit shall be reimbursed to the requester.
5. The requester may be provided access to records for inspection, in lieu of copies of records, if that is consistent with applicable exclusions from disclosure, at the requester's option, in which event the portion of charges attributable to producing copies of records shall not apply.
6. Staff shall consult either or both legal counsel and the Virginia Freedom of Information Act with respect to the possible applicability of exemptions of records from disclosure before withholding any requested records.

Adopted at the Commission's regular meeting of June 5, 2013.

**Attachment 1**  
Charges Associated with FOIA Requests

Updated: June, 2013

The following rates shall apply to Freedom of Information Act requests:

- a. \$.10 per page for 8.5" x 11" black and white copies
- b. \$.20 per page for 8.5" x 11" color copies
- c. \$.25 per page for legal size copies
- d. Copies of maps or large documents will be charged at the rate of a local print shop
- e. \$3.00 per 700mb compact disc
- f. \$20 per 4G USB drive
- g. Staff time shall be charged based on a per hourly cost (calculated to the nearest half-hour) for the actual cost of searching, accessing, duplicating and supplying records.