

Bedford Circuit Court Clerk's Office Freedom of Information Act (FOIA) Policy Effective: July 1, 2023

The Virginia Freedom of Information Act (FOIA), located § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

Your FOIA Rights

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

Making a FOIA Request

Before making a FOIA request, please read the important bullet points below:

- You are required to provide your name and legal address.
- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.
- From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.
- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you

are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.

- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy records; it does not apply to a situation where you are asking general questions about the work of Clerk's office, nor does it require the Clerk's office to create a record that does not exist.
- You may choose to receive electronic records in any format used by the Clerk's office in the regular course of business. For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer on a computer disk, or to receive a printed copy of those records.
- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

All FOIA requests for records held by the Bedford Circuit Court Clerk's Office should be directed to:

Judy E. Reynolds, Clerk of Court
Bedford Circuit Court Clerk's Office
123 East Main Street, Suite 201
Bedford, VA 24523
(540)586-7632
jreynolds@vacourts.gov

In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at foiacouncil@dls.virginia.gov, or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.

Responsibilities in Responding to Your Request:

- The Clerk of the Circuit Court's office must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.
- You do not have to state why you want the records before we respond to your request. FOIA does, however, allow the Clerk's office to require you to provide your name and legal address; the FOIA process is not available to non-residents of the Commonwealth of Virginia.
- The Clerk's office is not obligated to compile information or reports that are not in existence.
- FOIA requires that the Clerk's office make one of the following responses to your request within the five-day period (not including holidays or weekends):

1. We provide you with the records that you have requested in their entirety.
 2. We withhold all the records that you have requested, because all of the records are subject to a specific statutory exemption. If all the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld and state the specific section of the Code of Virginia that allows us to withhold the records.
 3. We provide some of the records that you have requested but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 4. We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
 5. If it is practically impossible for the Clerk's office to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.
- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

Costs

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia.
- While the Clerk's office generally tries to avoid charging citizens for the production of records, there may be occasions when responding to the request will involve numerous records and considerable staff time and you may have to pay for the records that you request from this office. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.

- The following rates apply to FOIA requests for the Bedford Circuit Court Clerk's Office only:

\$0.50 per page or, if an electronic image, each image

\$10.00 for records provided on CDs

\$17.25 hourly rate for the Bedford Circuit Court Clerk's Office to access, duplicate, supply, or search for the requested records, unless the records request requires specialized assistance by an employee at a higher rate of pay

*The Clerk's Office has a policy consistent with VA Code Sec. 2.2-3704 to charge the hourly pay rate of the lowest paid employee who can access and pull the records requested. If the nature of the request requires another employee to access, duplicate, supply, or search for the requested records, that employee's hourly rate shall be charged. That rate can be provided once it is determined who will be responsible for searching for and providing those records.

- If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days we are allowed to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs up front or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the Clerk's office may require payment of the past-due bill before it will respond to your new FOIA request.

Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Requests are commonly withheld by entities for the following reasons, though this is not an exhaustive list:

- Requests by persons incarcerated in a state, local or federal correctional facility (§2.2-373(C))
- Personnel records (§2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§2.2-3705.1 (3))
- Tests or examinations used, administered or prepared for purposes of evaluation of any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or qualifications for any license or certificate (§2.2-3705.1(4))
- Vendor proprietary information (§2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§2.2-3705.1 (12))

- Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person (§2.2-3706(F)(1))
- Records of criminal investigations (§2.2-3706(A)(2)(a))
- Tax records (§58.1-3)
- Health records (§ 2.2-3705.5(1))
- Appraisals and cost estimates of real property subject to a proposed sale, purchase, or lease (§2.2-3705.1 (8))
- Social service records (§63.2-102 through §63.2-105)
- Records requested by individuals who are not citizens of Virginia or representatives of the media (§2.2-3704 (A))

Application of FOIA To Court Records

FOIA does not apply to “[t]he records maintained by the clerks of the courts of record, as defined in § 17.1-212, for which clerks are custodians under § 17.1-242, and courts not of record, as defined in § 16.1-69.5, for which clerks are custodians under § 16.1-69.54, including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ 16.1-69.54:1 and 17.1-208, as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of [FOIA].” See Va. Code § 2.2-3703 (A)(7).