

## FOIA Policy for Washington County Office of Elections and Voter Registration

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### Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act, the office may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The office may not 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 office. Any duplicating fee charged by the office 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 Virginia Code § 2.2-3704 (F).

- The FOIA Officer for this office is Derek N. Lyall, who can be reached at (276) 676-6227 or at [dlyall@washcova.com](mailto:dlyall@washcova.com).
- If the office estimates 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 that we have 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 upfront, 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, County may require payment of the past-due bill before it will respond to your new FOIA request.
- The office's fees to respond to a FOIA request are as follows:

Costs per page	\$0.03 per page; plus Staff Time Fee, if any.
Unlimited pages, electronic copy only	No charge per page; Staff Time Fee only, if any.
Staff Time Fee	\$4.25/15 minutes (\$17/hour), rounded to the quarter hour (i.e., 15 minutes).
Costs of shipping and/or postage	Actual costs.