

**Department of Planning and Budget  
2004 Fiscal Impact Statement**

**1. Bill Number** HB 358

**House of Origin**    ☐ Introduced    ☐ Substitute    ☐ Engrossed

**Second House**    ☐ In Committee    ☐ Substitute    ☒ **Enrolled**

**2. Patron**        Suit

**3. Committee**   **Passed both houses**

**4. Title**            Freedom of Information Act; posting of notice of rights and responsibilities by state public bodies.

**5. Summary/Purpose:**

Requires all state public bodies created in the executive branch of state government and subject to the Freedom of Information Act (FOIA) to make available certain information to the public upon request and to post such information on the Internet, including: (i). A plain English explanation of the rights of a requester under FOIA, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with FOIA; (ii) contact information for the person designated by the public body to (a) assist a requester in making a request for records or (b) respond to requests for public records; and (iii) any policy the public body has concerning the type of public records it routinely withholds from release as permitted by FOIA. The bill requires the Freedom of Information Advisory Council to assist state public bodies in the development and implementation of this information, upon request. The bill also specifies what information must be included in minutes of open meetings.

**6. Fiscal impact is indeterminate**

**7. Budget amendment necessary:** No

**8. Fiscal implications:** It is not possible to determine an exact cost of this bill. Agencies could experience some minor cost in developing the plain English explanation of FOIA procedures and in posting that information on the Internet.

**9. Specific agency or political subdivisions affected:** all Executive Branch agencies subject to the Freedom of Information Act.

**10. Technical amendment necessary:** No

**11. Other comments:** No

**Date:** 3/24/2004 vrm

**Document:** g:\2004 legislation\other\hb358er.doc VRM