

LD5865661

## SENATE BILL NO. 901

## AMENDMENT IN THE NATURE OF A SUBSTITUTE

(Proposed by the Senate Committee on General Laws

on February 1, 1995)

(Patron Prior to Substitute—Senator Gartlan)

*A BILL to amend and reenact §§ 2.1-342, 2.1-344, 9-6.14:4.1, and 32.1-283.1 of the Code of Virginia, relating to the State Child Fatality Review Team; penalty.*

**Be it enacted by the General Assembly of Virginia:**

**1. That §§ 2.1-342, 2.1-344, 9-6.14:4.1, and 32.1-283.1 of the Code of Virginia are amended and reenacted as follows:**

§ 2.1-342. Official records to be open to inspection; procedure for requesting records and responding to request; charges; exceptions to application of chapter.

A. Except as otherwise specifically provided by law, all official records shall be open to inspection and copying by any citizens of this Commonwealth during the regular office hours of the custodian of such records. Access to such records shall not be denied to citizens of this Commonwealth, representatives of newspapers and magazines with circulation in this Commonwealth, and representatives of radio and television stations broadcasting in or into this Commonwealth. The custodian of such records shall take all necessary precautions for their preservation and safekeeping. Any public body covered under the provisions of this chapter shall make an initial response to citizens requesting records open to inspection within five work days after the receipt of the request by the public body which is the custodian of the requested records. Such citizen request shall designate the requested records with reasonable specificity. A specific reference to this chapter by the requesting citizen in his request shall not be necessary to invoke the provisions of this chapter and the time limits for response by the public body. The response by the public body within such five work days shall be one of the following responses:

1. The requested records shall be provided to the requesting citizen.

2. If the public body determines that an exemption applies to all of the requested records, it may refuse to release such records and provide to the requesting citizen a written explanation as to why the records are not available with the explanation making specific reference to the applicable Code sections which make the requested records exempt.

3. If the public body determines that an exemption applies to a portion of the requested records, it may delete or excise that portion of the records to which an exemption applies, disclose the remainder of the requested records and provide to the requesting citizen a written explanation as to why these portions of the record are not available to the requesting citizen with the explanation making specific reference to the applicable Code sections which make that portion of the requested records exempt. Any reasonably segregatable portion of an official record shall be provided to any person requesting the record after the deletion of the exempt portion.

4. If the public body determines that it is practically impossible to provide the requested records or to determine whether they are available within the five-work-day period, the public body shall so inform the requesting citizen and shall have an additional seven work days in which to provide one of the three preceding responses.

Nothing in this section shall prohibit any public body from petitioning the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with this petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

The public body may make reasonable charges for the copying, search time and computer time expended in the supplying of such records; however, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than fifty acres. Such charges for the supplying of requested records shall be estimated in advance at the request of the citizen. The public body may require the advance payment of charges which are subject to advance determination.

In any case where a public body determines in advance that search and copying charges for producing the requested documents are likely to exceed \$200, the public body may, before continuing to process the request, require the citizen requesting the information to agree to payment of an amount not to exceed the advance determination by five percent. The period within which the public body must respond under this section shall be tolled for the amount of time that elapses between notice of the

60 advance determination and the response of the citizen requesting the information.

61 Official records maintained by a public body on a computer or other electronic data processing  
62 system which are available to the public under the provisions of this chapter shall be made reasonably  
63 accessible to the public at reasonable cost.

64 Public bodies shall not be required to create or prepare a particular requested record if it does not  
65 already exist. Public bodies may, but shall not be required to, abstract or summarize information from  
66 official records or convert an official record available in one form into another form at the request of  
67 the citizen. The public body shall make reasonable efforts to reach an agreement with the requester  
68 concerning the production of the records requested.

69 Failure to make any response to a request for records shall be a violation of this chapter and deemed  
70 a denial of the request.

71 B. The following records are excluded from the provisions of this chapter but may be disclosed by  
72 the custodian in his discretion, except where such disclosure is prohibited by law:

73 1. Memoranda, correspondence, evidence and complaints related to criminal investigations; adult  
74 arrestee photographs when necessary to avoid jeopardizing an investigation in felony cases until such  
75 time as the release of such photograph will no longer jeopardize the investigation; reports submitted to  
76 the state and local police, to investigators authorized pursuant to § 53.1-16 and to the campus police  
77 departments of public institutions of higher education as established by Chapter 17 (§ 23-232 et seq.) of  
78 Title 23 in confidence; portions of records of local government crime commissions that would identify  
79 individuals providing information about crimes or criminal activities under a promise of anonymity;  
80 records of local police departments relating to neighborhood watch programs that include the names,  
81 addresses, and operating schedules of individual participants in the program that are provided to such  
82 departments under a promise of confidentiality; and all records of persons imprisoned in penal  
83 institutions in this Commonwealth provided such records relate to the imprisonment. Information in the  
84 custody of law-enforcement officials relative to the identity of any individual other than a juvenile who  
85 is arrested and charged, and the status of the charge or arrest, shall not be excluded from the provisions  
86 of this chapter.

87 Criminal incident information relating to felony offenses shall not be excluded from the provisions of  
88 this chapter; however, where the release of criminal incident information is likely to jeopardize an  
89 ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection,  
90 or result in the destruction of evidence, such information may be withheld until the above-referenced  
91 damage is no longer likely to occur from release of the information.

92 2. Confidential records of all investigations of applications for licenses and permits, and all licensees  
93 and permittees made by or submitted to the Alcoholic Beverage Control Board, the State Lottery  
94 Department or the Virginia Racing Commission.

95 3. State income, business, and estate tax returns, personal property tax returns, scholastic records and  
96 personnel records containing information concerning identifiable individuals, except that such access  
97 shall not be denied to the person who is the subject thereof, and medical and mental records, except that  
98 such records can be personally reviewed by the subject person or a physician of the subject person's  
99 choice; however, the subject person's mental records may not be personally reviewed by such person  
100 when the subject person's treating physician has made a part of such person's records a written statement  
101 that in his opinion a review of such records by the subject person would be injurious to the subject  
102 person's physical or mental health or well-being.

103 Where the person who is the subject of medical records is confined in a state or local correctional  
104 facility, the administrator or chief medical officer of such facility may assert such confined person's right  
105 of access to the medical records if the administrator or chief medical officer has reasonable cause to  
106 believe that such confined person has an infectious disease or other medical condition from which other  
107 persons so confined need to be protected. Medical records shall be reviewed only and shall not be  
108 copied by such administrator or chief medical officer. The information in the medical records of a  
109 person so confined shall continue to be confidential and shall not be disclosed to any person except the  
110 subject by the administrator or chief medical officer of the facility or except as provided by law.

111 For the purposes of this chapter such statistical summaries of incidents and statistical data concerning  
112 patient abuse as may be compiled by the Commissioner of the Department of Mental Health, Mental  
113 Retardation and Substance Abuse Services shall be open to inspection and releasable as provided in  
114 subsection A of this section. No such summaries or data shall include any patient-identifying  
115 information. Where the person who is the subject of scholastic or medical and mental records is under  
116 the age of eighteen, his right of access may be asserted only by his guardian or his parent, including a  
117 noncustodial parent, unless such parent's parental rights have been terminated or a court of competent  
118 jurisdiction has restricted or denied such access. In instances where the person who is the subject thereof  
119 is an emancipated minor or a student in a state-supported institution of higher education, such right of  
120 access may be asserted by the subject person.

121 4. Memoranda, working papers and correspondence (i) held by or requested from members of the

General Assembly or the Division of Legislative Services or (ii) held or requested by the office of the Governor or Lieutenant Governor, Attorney General or the mayor or other chief executive officer of any political subdivision of the Commonwealth or the president or other chief executive officer of any state-supported institution of higher education. This exclusion shall not apply to memoranda, studies or other papers held or requested by the mayor or other chief executive officer of any political subdivision which are specifically concerned with the evaluation of performance of the duties and functions of any locally elected official and were prepared after June 30, 1992.

Except as provided in § 30-28.18, memoranda, working papers and correspondence of a member of the General Assembly held by the Division of Legislative Services shall not be released by the Division without the prior consent of the member.

5. Written opinions of the city, county and town attorneys of the cities, counties and towns in the Commonwealth and any other writing protected by the attorney-client privilege.

6. Memoranda, working papers and records compiled specifically for use in litigation or as a part of an active administrative investigation concerning a matter which is properly the subject of an executive or closed meeting under § 2.1-344 and material furnished in confidence with respect thereto.

7. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment, or (iii) receipt of an honor or honorary recognition.

8. Library records which can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.

9. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by any public body.

As used in this subdivision 9, "test or examination" shall include (i) any scoring key for any such test or examination, and (ii) any other document which would jeopardize the security of such test or examination. Nothing contained in this subdivision 9 shall prohibit the release of test scores or results as provided by law, or limit access to individual records as is provided by law. However, the subject of such employment tests shall be entitled to review and inspect all documents relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, such test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

10. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants. However, such material may be made available during normal working hours for copying, at the requester's expense, by the individual who is the subject thereof, in the offices of the Department of Health Professions or in the offices of any health regulatory board, whichever may possess the material.

11. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth.

12. Memoranda, legal opinions, working papers and records recorded in or compiled exclusively for executive or closed meetings lawfully held pursuant to § 2.1-344.

13. Reports, documentary evidence and other information as specified in §§ 2.1-373.2 and 63.1-55.4.

14. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or § 62.1-134.1.

15. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services and records, documents and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

16. Vendor proprietary information software which may be in the official records of a public body. For the purpose of this section, "vendor proprietary software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of this Commonwealth.

17. Data, records or information of a proprietary nature produced or collected by or for faculty or staff of state institutions of higher learning, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such data, records or information has not been publicly released, published, copyrighted or patented.

18. Financial statements not publicly available filed with applications for industrial development

183 financings.

184 19. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth,  
185 whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by  
186 the political subdivision.

187 20. Confidential proprietary records, voluntarily provided by private business pursuant to a promise  
188 of confidentiality from the Department of Economic Development or local industrial or economic  
189 development authorities or organizations, used by the Department and such entities for business, trade  
190 and tourism development.

191 21. Information which was filed as confidential under the Toxic Substances Information Act  
192 (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.

193 22. Documents as specified in § 58.1-3.

194 23. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis  
195 center or a program for battered spouses.

196 24. Computer software developed by or for a state agency, state-supported institution of higher  
197 education or political subdivision of the Commonwealth.

198 25. Investigator notes, and other correspondence and information, furnished in confidence with  
199 respect to an active investigation of individual employment discrimination complaints made to the  
200 Department of Personnel and Training; however, nothing in this section shall prohibit the disclosure of  
201 information taken from inactive reports in a form which does not reveal the identity of charging parties,  
202 persons supplying the information or other individuals involved in the investigation.

203 26. Fisheries data which would permit identification of any person or vessel, except when required  
204 by court order as specified in § 28.2-204.

205 27. Records of active investigations being conducted by the Department of Medical Assistance  
206 Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.

207 28. Documents and writings furnished by a member of the General Assembly to a meeting of a  
208 standing committee, special committee or subcommittee of his house established solely for the purpose  
209 of reviewing members' annual disclosure statements and supporting materials filed under § 2.1-639.40 or  
210 of formulating advisory opinions to members on standards of conduct, or both.

211 29. Customer account information of a public utility affiliated with a political subdivision of the  
212 Commonwealth, including the customer's name and service address, but excluding the amount of utility  
213 service provided and the amount of money paid for such utility service.

214 30. Investigative notes and other correspondence and information furnished in confidence with  
215 respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice  
216 under the Virginia Human Rights Act (§ 2.1-714 et seq.); however, nothing in this section shall prohibit  
217 the distribution of information taken from inactive reports in a form which does not reveal the identity  
218 of the parties involved or other persons supplying information.

219 31. Investigative notes; proprietary information not published, copyrighted or patented; information  
220 obtained from employee personnel records; personally identifiable information regarding residents,  
221 clients or other recipients of services; and other correspondence and information furnished in confidence  
222 to the Department of Social Services in connection with an active investigation of an applicant or  
223 licensee pursuant to Chapters 9 (§ 63.1-172 et seq.) and 10 (§ 63.1-195 et seq.) of Title 63.1; however,  
224 nothing in this section shall prohibit disclosure of information from the records of completed  
225 investigations in a form that does not reveal the identity of complainants, persons supplying information,  
226 or other individuals involved in the investigation.

227 32. Reports, manuals, specifications, documents, minutes or recordings of staff meetings or other  
228 information or materials of the Virginia Board of Corrections, the Virginia Department of Corrections or  
229 any institution thereof to the extent, as determined by the Director of the Department of Corrections or  
230 his designee or of the Virginia Board of Youth and Family Services, the Virginia Department of Youth  
231 and Family Services or any facility thereof to the extent as determined by the Director of the  
232 Department of Youth and Family Services, or his designee, that disclosure or public dissemination of  
233 such materials would jeopardize the security of any correctional or juvenile facility or institution, as  
234 follows:

235 (i) Security manuals, including emergency plans that are a part thereof;

236 (ii) Engineering and architectural drawings of correctional and juvenile facilities, and operational  
237 specifications of security systems utilized by the Departments, provided the general descriptions of such  
238 security systems, cost and quality shall be made available to the public;

239 (iii) Training manuals designed for correctional and juvenile facilities to the extent that they address  
240 procedures for institutional security, emergency plans and security equipment;

241 (iv) Internal security audits of correctional and juvenile facilities, but only to the extent that they  
242 specifically disclose matters described in (i), (ii), or (iii) above or other specific operational details the  
243 disclosure of which would jeopardize the security of a correctional or juvenile facility or institution;

244 (v) Minutes or recordings of divisional, regional and institutional staff meetings or portions thereof to

the extent that such minutes deal with security issues listed in (i), (ii), (iii), and (iv) of this subdivision;  
 (vi) Investigative case files by investigators authorized pursuant to § 53.1-16; however, nothing in this section shall prohibit the disclosure of information taken from inactive reports in a form which does not reveal the identity of complainants or charging parties, persons supplying information, confidential sources, or other individuals involved in the investigation, or other specific operational details the disclosure of which would jeopardize the security of a correctional or juvenile facility or institution; nothing herein shall permit the disclosure of materials otherwise exempt as set forth in subdivision 1 of subsection B of this section;

(vii) Logs or other documents containing information on movement of inmates, juvenile clients or employees; and

(viii) Documents disclosing contacts between inmates, juvenile clients and law-enforcement personnel.

Notwithstanding the provisions of this subdivision, reports and information regarding the general operations of the Departments, including notice that an escape has occurred, shall be open to inspection and copying as provided in this section.

33. Personal information, as defined in § 2.1-379, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority, (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs, or (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority. However, access to one's own information shall not be denied.

34. Documents regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of them would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions and provisions of the siting agreement.

35. Appraisals and cost estimates of real property subject to a proposed purchase, sale or lease, prior to the completion of such purchase, sale or lease.

36. Records containing information on the site specific location of rare, threatened, endangered or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body which has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exemption shall not apply to requests from the owner of the land upon which the resource is located.

37. Official records, memoranda, working papers, graphics, video or audio tapes, production models, data and information of a proprietary nature produced by or for or collected by or for the State Lottery Department relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such official records have not been publicly released, published, copyrighted or patented. Whether released, published or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

38. Official records of studies and investigations by the State Lottery Department of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations which cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) use of the lottery as a subterfuge for organized crime and illegal gambling where such official records have not been publicly released, published or copyrighted. All studies and investigations referred to under subdivisions (iii), (iv) and (v) shall be subject to public disclosure under this chapter upon completion of the study or investigation.

39. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the building code in obtaining a building permit which would identify specific trade secrets or other information the disclosure of which would be harmful to the competitive position of the owner or lessee; however, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

40. [Repealed.]

41. Records concerning reserves established in specific claims administered by the Department of General Services through its Division of Risk Management as provided in Article 5.1 (§ 2.1-526.1 et seq.) of Chapter 32 of this title, or by any county, city, or town.

42. Information and records collected for the designation and verification of trauma centers and other

306 specialty care centers within the Statewide Emergency Medical Care System pursuant to § 32.1-112.

307 43. Reports and court documents required to be kept confidential pursuant to § 37.1-67.3.

308 44. [Repealed.]

309 45. Investigative notes; correspondence and information furnished in confidence with respect to an  
310 investigation; and official records otherwise exempted by this chapter or any Virginia statute, provided  
311 to or produced by or for the Auditor of Public Accounts and the Joint Legislative Audit and Review  
312 Commission; or investigative notes, correspondence, documentation and information furnished and  
313 provided to or produced by or for the Department of the State Internal Auditor with respect to an  
314 investigation initiated through the State Employee Fraud, Waste and Abuse Hotline; however, nothing in  
315 this chapter shall prohibit disclosure of information from the records of completed investigations in a  
316 form that does not reveal the identity of complainants, persons supplying information or other  
317 individuals involved in the investigation.

318 46. Data formerly required to be submitted to the Commissioner of Health relating to the  
319 establishment of new or expansion of existing clinical health services, acquisition of major medical  
320 equipment, or certain projects requiring capital expenditures pursuant to former § 32.1-102.3:4.

321 47. Documentation or other information which describes the design, function, operation or access  
322 control features of any security system, whether manual or automated, which is used to control access to  
323 or use of any automated data processing or telecommunications system.

324 48. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections  
325 provided to the Department of Rail and Public Transportation, provided such information is exempt  
326 under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws  
327 administered by the Interstate Commerce Commission or the Federal Rail Administration with respect to  
328 data provided in confidence to the Interstate Commerce Commission and the Federal Railroad  
329 Administration.

330 49. In the case of corporations organized by the Virginia Retirement System, RF&P Corporation and  
331 its wholly owned subsidiaries, (i) proprietary information provided by, and financial information  
332 concerning, coventurers, partners, lessors, lessees, or investors, and (ii) records concerning the condition,  
333 acquisition, disposition, use, leasing, development, coventuring, or management of real estate the  
334 disclosure of which would have a substantial adverse impact on the value of such real estate or result in  
335 a competitive disadvantage to the corporation or subsidiary.

336 50. Confidential proprietary records related to inventory and sales, voluntarily provided by private  
337 energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy  
338 contingency planning purposes or for developing consolidated statistical information on energy supplies.

339 51. Confidential proprietary information furnished to the Board of Medical Assistance Services or the  
340 Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of  
341 Chapter 10 of Title 32.1.

342 52. Patient level data collected by the Virginia Health Services Cost Review Council and not yet  
343 processed, verified, and released, pursuant to § 9-166.7, to the Council by the nonprofit organization  
344 with which the Executive Director has contracted pursuant to § 9-166.4.

345 53. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and  
346 cost projections provided by a private transportation business to the Virginia Department of  
347 Transportation and the Department of Rail and Public Transportation for the purpose of conducting  
348 transportation studies needed to obtain grants or other financial assistance under the Intermodal Surface  
349 Transportation Efficiency Act of 1991 (P.L. 102-240) for transportation projects, provided such  
350 information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce  
351 Act or other laws administered by the Interstate Commerce Commission or the Federal Rail  
352 Administration with respect to data provided in confidence to the Interstate Commerce Commission and  
353 the Federal Railroad Administration. However, the exemption provided by this subdivision shall not  
354 apply to any wholly owned subsidiary of a public body.

355 54. Names and addresses of subscribers to Virginia Wildlife magazine, published by the Department  
356 of Game and Inland Fisheries, provided the individual subscriber has requested in writing that the  
357 Department not release such information.

358 55. Reports, documents, memoranda or other information or materials which describe any aspect of  
359 security used by the Virginia Museum of Fine Arts to the extent that disclosure or public dissemination  
360 of such materials would jeopardize the security of the Museum or any warehouse controlled by the  
361 Museum, as follows:

362 a. Operational, procedural or tactical planning documents, including any training manuals to the  
363 extent they discuss security measures;

364 b. Surveillance techniques;

365 c. Installation, operation, or utilization of any alarm technology;

366 d. Engineering and architectural drawings of the Museum or any warehouse;

367 e. Transportation of the Museum's collections, including routes and schedules; or

f. Operation of the Museum or any warehouse used by the Museum involving the:

(1) Number of employees, including security guards, present at any time; or

(2) Busiest hours, with the maximum number of visitors in the Museum.

56. Reports, documents, memoranda or other information or materials which describe any aspect of security used by the Virginia Department of Alcoholic Beverage Control to the extent that disclosure or public dissemination of such materials would jeopardize the security of any government store as defined in Title 4.1, or warehouse controlled by the Department of Alcoholic Beverage Control, as follows:

(i) Operational, procedural or tactical planning documents, including any training manuals to the extent they discuss security measures;

(ii) Surveillance techniques;

(iii) The installation, operation, or utilization of any alarm technology;

(iv) Engineering and architectural drawings of such government stores or warehouses;

(v) The transportation of merchandise, including routes and schedules; and

(vi) The operation of any government store or the central warehouse used by the Department of Alcoholic Beverage Control involving the:

a. Number of employees present during each shift;

b. Busiest hours, with the maximum number of customers in such government store; and

c. Banking system used, including time and place of deposits.

57. Information required to be provided pursuant to § 54.1-2506.1.

58. (Effective July 1, 1995) Confidential information designated as provided in subsection D of § 11-52 as trade secrets or proprietary information by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 11-46.

59. *All information and records acquired during a review of any child death by the State Child Fatality Review Team established pursuant to § 32.1-283.1.*

C. Neither any provision of this chapter nor any provision of Chapter 26 (§ 2.1-377 et seq.) of this title shall be construed as denying public access to contracts between a public official and a public body, other than contracts settling public employee employment disputes held confidential as personnel records under subdivision 3 of subsection B of this section, or to records of the position, job classification, official salary or rate of pay of, and to records of the allowances or reimbursements for expenses paid to, any public officer, official or employee at any level of state, local or regional government in this Commonwealth or to the compensation or benefits paid by any corporation organized by the Virginia Retirement System, RF&P Corporation and its wholly owned subsidiaries, to their officers or employees. The provisions of this subsection, however, shall not apply to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

§ 2.1-344. Executive or closed meetings.

A. Public bodies are not required to conduct executive or closed meetings. However, should a public body determine that an executive or closed meeting is desirable, such meeting shall be held only for the following purposes:

1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body; and evaluation of performance of departments or schools of state institutions of higher education where such matters regarding such specific individuals might be affected by such evaluation. Any teacher shall be permitted to be present during an executive session or closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student or students and the student or students involved in the matter are present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

2. Discussion or consideration of admission or disciplinary matters concerning any student or students of any state institution of higher education or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at an executive or closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the condition, acquisition or use of real property for public purpose, or of the disposition of publicly held property, or of plans for the future of a state institution of higher education which could affect the value of property owned or desirable for ownership by such institution.

4. The protection of the privacy of individuals in personal matters not related to public business.

5. Discussion concerning a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

429 6. The investing of public funds where competition or bargaining is involved, where, if made public  
430 initially, the financial interest of the governmental unit would be adversely affected.

431 7. Consultation with legal counsel and briefings by staff members, consultants or attorneys,  
432 pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal  
433 advice by counsel.

434 8. In the case of boards of visitors of state institutions of higher education, discussion or  
435 consideration of matters relating to gifts, bequests and fund-raising activities, and grants and contracts  
436 for services or work to be performed by such institution. However, the terms and conditions of any such  
437 gifts, bequests, grants and contracts made by a foreign government, a foreign legal entity or a foreign  
438 person and accepted by a state institution of higher education shall be subject to public disclosure upon  
439 written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign  
440 government" means any government other than the United States government or the government of a  
441 state or a political subdivision thereof; (ii) "foreign legal entity" means any legal entity created under the  
442 laws of the United States or of any state thereof if a majority of the ownership of the stock of such  
443 legal entity is owned by foreign governments or foreign persons or if a majority of the membership of  
444 any such entity is composed of foreign persons or foreign legal entities, or any legal entity created under  
445 the laws of a foreign government; and (iii) "foreign person" means any individual who is not a citizen  
446 or national of the United States or a trust territory or protectorate thereof.

447 9. In the case of the boards of trustees of the Virginia Museum of Fine Arts and The Science  
448 Museum of Virginia, discussion or consideration of matters relating to specific gifts, bequests, and  
449 grants.

450 10. Discussion or consideration of honorary degrees or special awards.

451 11. Discussion or consideration of tests or examinations or other documents excluded from this  
452 chapter pursuant to § 2.1-342 B 9.

453 12. Discussion, consideration or review by the appropriate House or Senate committees of possible  
454 disciplinary action against a member arising out of the possible inadequacy of the disclosure statement  
455 filed by the member, provided the member may request in writing that the committee meeting not be  
456 conducted in executive session.

457 13. Discussion of strategy with respect to the negotiation of a siting agreement or to consider the  
458 terms, conditions, and provisions of a siting agreement if the governing body in open meeting finds that  
459 an open meeting will have a detrimental effect upon the negotiating position of the governing body or  
460 the establishment of the terms, conditions and provisions of the siting agreement, or both. All  
461 discussions with the applicant or its representatives may be conducted in a closed meeting or executive  
462 session.

463 14. Discussion by the Governor and any economic advisory board reviewing forecasts of economic  
464 activity and estimating general and nongeneral fund revenues.

465 15. Discussion or consideration of medical and mental records excluded from this chapter pursuant to  
466 § 2.1-342 B 3, and those portions of disciplinary proceedings by any regulatory board within the  
467 Department of Professional and Occupational Regulation or Department of Health Professions conducted  
468 pursuant to § 9-6.14:11 or § 9-6.14:12 during which the board deliberates to reach a decision.

469 16. Discussion, consideration or review of State Lottery Department matters related to proprietary  
470 lottery game information and studies or investigations exempted from disclosure under subdivisions 37  
471 and 38 of subsection B of § 2.1-342.

472 17. Those portions of meetings by local government crime commissions where the identity of, or  
473 information tending to identify, individuals providing information about crimes or criminal activities  
474 under a promise of anonymity is discussed or disclosed.

475 18. Discussion, consideration, review and deliberations by local community corrections resources  
476 boards regarding the placement in community diversion programs of individuals previously sentenced to  
477 state correctional facilities.

478 19. Those portions of meetings of the Virginia Health Services Cost Review Council in which the  
479 Council discusses filings of individual health care institutions which are confidential pursuant to  
480 subsection B of § 9-159.

481 20. Those portions of meetings in which the Board of Corrections discusses or discloses the identity  
482 of, or information tending to identify, any prisoner who (i) provides information about crimes or  
483 criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the  
484 apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders  
485 other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

486 21. Discussion of plans to protect public safety as it relates to terrorist activity.

487 22. In the case of corporations organized by the Virginia Retirement System, RF&P Corporation and  
488 its wholly owned subsidiaries, discussion or consideration of (i) proprietary information provided by, and  
489 financial information concerning, coventurers, partners, lessors, lessees, or investors, and (ii) the  
490 condition, acquisition, disposition, use, leasing, development, coventuring, or management of real estate



the disclosure of which would have a substantial adverse impact on the value of such real estate or result in a competitive disadvantage to the corporation or subsidiary.

*23. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review Team established pursuant to § 32.1-283.1.*

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in an executive or closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting. Nothing in this section shall be construed to require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.1-1373 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 of this section applies. However, such business or industry must be identified as a matter of public record at least thirty days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same regulations for holding executive or closed sessions as are applicable to any other public body.

§ 9-6.14:4.1. Exemptions and exclusions.

A. Although required to comply with § 9-6.18 of the Virginia Register Act (§ 9-6.15 et seq.), the following agencies are exempted from the provisions of this chapter, except to the extent that they are specifically made subject to §§ 9-6.14:14.1, 9-6.14:21 and 9-6.14:22:

1. The General Assembly.

2. Courts, any agency of the Supreme Court, and any agency which by the Constitution is expressly granted any of the powers of a court of record.

3. The Department of Game and Inland Fisheries in promulgating regulations regarding the management of wildlife.

4. The Virginia Housing Development Authority.

5. Municipal corporations, counties, and all local, regional or multijurisdictional authorities created under this Code, including those with federal authorities, except for those created under Chapter 27 (§ 15.1-1228 et seq.) of Title 15.1.

6. Educational institutions operated by the Commonwealth provided that, with respect to § 9-6.14:22, such educational institutions shall be exempt from the publication requirements only with respect to regulations which pertain to (i) their academic affairs; (ii) the selection, tenure, promotion and disciplining of faculty and employees; (iii) the selection of students; and (iv) rules of conduct and disciplining of students.

7. The Milk Commission in promulgating regulations regarding (i) producers' license and base, (ii) classification and allocation of milk, computation of sales and shrinkage, and (iii) class prices for producers' milk, time and method of payment, butterfat testing and differential.

8. The Virginia Resources Authority.

9. Agencies expressly exempted by any other provision of this Code.

10. The Virginia Voluntary Formulary Board in formulating recommendations regarding amendments to the Formulary pursuant to § 32.1-81.

11. The Council on Information Management.

12. The Department of General Services in promulgating standards for the inspection of buildings for asbestos pursuant to § 2.1-526.14.

13, 14. [Repealed.]

15. The State Council of Higher Education for Virginia, in developing, issuing, and revising guidelines pursuant to § 23-9.6:2.

16. The Commissioner of Agriculture and Consumer Services in adopting regulations pursuant to subsection B of § 3.1-726.

17. The Commissioner of Agriculture and Consumer Services and the Board of Agriculture and Consumer Services in promulgating regulations pursuant to subsections B and C of § 3.1-106.4, subsection B of § 3.1-126.12:1, § 3.1-271.1, subsections B and C of § 3.1-828.4, and subsection A of § 3.1-884.21:1.

18. The Board of Medicine when specifying therapeutic pharmaceutical agents for the treatment of certain conditions of the human eye and its adnexa by certified optometrists pursuant to § 54.1-2957.2.

19. The Board of Medicine, in consultation with the Board of Pharmacy, when promulgating amendments to the Physician's Assistant Formulary established pursuant to § 54.1-2952.1.

552 20. The Boards of Medicine and Nursing in promulgating amendments to the Nurse Practitioner  
553 Formulary established pursuant to § 54.1-2957.01.

554 21. The Virginia War Memorial Foundation.

555 22. The Virginia Medicaid Prior Authorization Advisory Committee in making recommendations to  
556 the Board of Medical Assistance Services regarding prior authorization for prescription drug coverage  
557 pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.

558 23. The State Board of Education, in developing, issuing, and revising guidelines pursuant to  
559 § 22.1-280.3.

560 B. Agency action relating to the following subjects is exempted from the provisions of this chapter:

561 1. Money or damage claims against the Commonwealth or agencies thereof.

562 2. The award or denial of state contracts, as well as decisions regarding compliance therewith.

563 3. The location, design, specifications or construction of public buildings or other facilities.

564 4. Grants of state or federal funds or property.

565 5. The chartering of corporations.

566 6. Customary military, naval or police functions.

567 7. The selection, tenure, dismissal, direction or control of any officer or employee of an agency of  
568 the Commonwealth.

569 8. The conduct of elections or eligibility to vote.

570 9. Inmates of prisons or other such facilities or parolees therefrom.

571 10. The custody of persons in, or sought to be placed in, mental, penal or other state institutions as  
572 well as the treatment, supervision, or discharge of such persons.

573 11. Traffic signs, markers or control devices.

574 12. Instructions for application or renewal of a license, certificate, or registration required by law.

575 13. Content of, or rules for the conduct of, any examination required by law.

576 14. The administration of a pool or pools authorized by Article 7.1 (§ 2.1-234.9:1 et seq.) of Chapter  
577 14 of Title 2.1.

578 15. Any rules for the conduct of specific lottery games, so long as such rules are not inconsistent  
579 with duly adopted regulations of the State Lottery Board, and provided that such regulations are  
580 published and posted.

581 16. Orders condemning or closing any shellfish, finfish, or crustacea growing area and the shellfish,  
582 finfish or crustacea located thereon pursuant to Article 2 (§ 28.2-803 et seq.) of Chapter 8, Title 28.2.

583 17. *Any operating procedures for review of child deaths developed by the State Child Fatality*  
584 *Review Team pursuant to § 32.1-283.1.*

585 C. The following agency actions otherwise subject to this chapter and § 9-6.18 of the Virginia  
586 Register Act are excluded from the operation of Article 2 (§ 9-6.14:7.1 et seq.) of this chapter:

587 1. Agency orders or regulations fixing rates or prices.

588 2. Regulations which establish or prescribe agency organization, internal practice or procedures,  
589 including delegations of authority.

590 3. Regulations which consist only of changes in style or form or corrections of technical errors. Each  
591 promulgating agency shall review all references to sections of the Code of Virginia within their  
592 regulations each time a new supplement or replacement volume to the Code of Virginia is published to  
593 ensure the accuracy of each section or section subdivision identification listed.

594 4. Regulations which:

595 (a) Are necessary to conform to changes in Virginia statutory law or the appropriation act where no  
596 agency discretion is involved;

597 (b) Are required by order of any state or federal court of competent jurisdiction where no agency  
598 discretion is involved; or

599 (c) Are necessary to meet the requirements of federal law or regulations, provided such regulations  
600 do not differ materially from those required by federal law or regulation, and the Registrar has so  
601 determined in writing; notice of the proposed adoption of these regulations and the Registrar's above  
602 determination shall be published in the Virginia Register not less than thirty days prior to the effective  
603 date thereof.

604 5. Regulations which an agency finds are necessitated by an emergency situation. For the purposes of  
605 this subdivision, "emergency situation" means (i) a situation involving an imminent threat to public  
606 health or safety or (ii) a situation in which Virginia statutory law or the appropriation act or federal law  
607 or federal regulation requires that a regulation shall be effective in 280 days or less from enactment of  
608 the law or the appropriation act or the effective date of the federal regulation, and the regulation is not  
609 exempt under the provisions of subdivision C 4 of this section. In such cases, the agency shall state in  
610 writing the nature of the emergency and of the necessity for such action and may adopt such regulations  
611 with the prior approval of the Governor. Such regulations shall be limited to no more than twelve  
612 months in duration. During the twelve-month period, an agency may issue additional emergency  
613 regulations as needed addressing the subject matter of the initial emergency regulation, but any such

additional emergency regulations shall not be effective beyond the twelve-month period from the effective date of the initial emergency regulation. If the agency wishes to continue regulating the subject matter governed by the emergency regulation beyond the twelve-month limitation, a regulation to replace the emergency regulation shall be promulgated in accordance with Article 2 (§ 9-6.14:7.1 et seq.) of this chapter. The Notice of Intended Regulatory Action to promulgate a replacement regulation shall be published within sixty days of the effective date of the emergency regulation, and the proposed replacement regulation shall be published within 180 days after the effective date of the emergency regulation.

6. [Repealed.]

7. Preliminary program permit fees of the Department of Environmental Quality assessed pursuant to subsection C of § 10.1-1322.2.

Whenever regulations are adopted under this subsection C, the agency shall state as part thereof that it will receive, consider and respond to petitions by any interested person at any time with respect to reconsideration or revision. The effective date of regulations adopted under this subsection shall be in accordance with the provisions of § 9-6.14:9.3, except in the case of emergency regulations, which shall become effective as provided in § 9-6.14:9 A.

D. The following agency actions otherwise subject to this chapter are excluded from the operation of Article 3 (§ 9-6.14:11 et seq.) of this chapter:

1. The assessment of taxes or penalties under the tax laws.
2. The award or denial of claims for workers' compensation.
3. The grant or denial of public assistance.
4. Temporary injunctive or summary orders authorized by law.
5. The determination of claims for unemployment compensation or special unemployment.
6. The award or denial of individual student loans by the Virginia Education Loan Authority.
7. The determination of applications for guaranty of individual student loans or the determination of default claims by the State Education Assistance Authority.

E. The Marine Resources Commission, otherwise subject to this chapter and § 9-6.18 of the Virginia Register Act, is excluded from the operation of subsection C of this section and of Article 2 (§ 9-6.14:7.1 et seq.) of this chapter; however, the authorization for any general permit or guidelines for activity undertaken pursuant to Title 62.1 by the Marine Resources Commission shall be in accordance with the provisions of this chapter.

F. A regulation for which an exemption is claimed under this section and which is placed before a board or commission for consideration shall be provided at least two days in advance of the board or commission meeting to members of the public that request a copy of that regulation. A copy of that regulation shall be made available to the public attending such meeting.

G. The Joint Legislative Audit and Review Commission shall conduct a review periodically of exemptions and exclusions authorized by this section. The purpose of this review shall be to assess whether there are any exemptions or exclusions which should be discontinued or modified.

H. Minor changes to regulations being published in the Virginia Administrative Code under the Virginia Register Act, Chapter 1.2 (§ 9-6.15 et seq.) of this title, made by the Virginia Code Commission pursuant to § 9-77.10:1 shall be exempt from the provisions of this chapter.

§ 32.1-283.1. State Child Fatality Review Team established; membership; access to and maintenance of records; confidentiality; etc.

A. There is hereby created the *State Child Fatality Review Advisory Committee Team, hereinafter referred to as the "Team,"* which shall develop and implement procedures to ensure that child deaths occurring in Virginia are ~~reviewed~~ *analyzed* in a systematic way. *The Team shall review (i) violent and unnatural child deaths, (ii) sudden child deaths occurring within the first eighteen months of life, and (iii) those fatalities for which the cause or manner of death was not determined with reasonable medical certainty. No child death review shall be initiated by the Team until conclusion of any law enforcement investigation or criminal prosecution. The Committee Team shall make recommendations (i) for development of develop and revise as necessary a protocol operating procedures for the establishment and operation of the review of child death review teams, to include deaths, including identification of cases to be reviewed and procedures for coordination among the agencies and professionals involved, (ii) to improve the identification, data collection, and record keeping of the causes of child death, (iii) on recommend components for prevention and education programs, and (iv) for recommend training to improve the investigation of child deaths, and (v) provide technical assistance, upon request, to any local child fatality teams that may be established. The operating procedures for the review of child deaths shall be exempt from the Administrative Process Act (§ 9-6.14:1 et seq.) pursuant to subdivision 17 of subsection B of § 9-6.14:4.1.*

B. The ~~Committee~~ *sixteen-member Team* shall be chaired by the ~~Secretary of Health and Human Resources~~ *Chief Medical Examiner* and shall be composed of the following persons or their designees:

675 the ~~Commissioners~~ Commissioner of the ~~Departments~~ Department of Health, Mental Health, Mental  
676 Retardation and Substance Abuse Services; ~~and; the Director of Child Protective Services within the~~  
677 Department of Social Services; the Superintendent of Public Instruction; the State Registrar of Vital  
678 Records; and the Director of the Department of Criminal Justice Services; ~~and the Chief Medical~~  
679 Examiner. The Secretary of Health and Human Resources shall appoint In addition, one representative  
680 of from each of the following entities shall be appointed by the Governor to serve for a term of three  
681 years: local law-enforcement agencies, local fire departments, local departments of social services, the  
682 Medical Society of Virginia, the Virginia College of Emergency Physicians, the Virginia Pediatric  
683 Society, Virginia Sudden Infant Death Syndrome Alliance, local emergency medical services personnel,  
684 Commonwealth's attorneys, and community services boards.

685 C. Upon the request of the Chief Medical Examiner in his capacity as chair of the Team, information  
686 and records regarding a child whose death is being reviewed by the Team may be inspected and copied  
687 by the Chief Medical Examiner or his designee, including, but not limited to, any report of the  
688 circumstances of the event maintained by any state or local law-enforcement agency or medical  
689 examiner, and information or records maintained on such child by any school, social services agency or  
690 court. In addition, the Chief Medical Examiner may inspect and copy from any Virginia health care  
691 provider, on behalf of the Team, (i), without obtaining consent, the health and mental health records of  
692 the child and those perinatal medical records of the child's mother that related to such child, and (ii),  
693 upon obtaining consent from each adult regarding his personal records, or from a parent regarding the  
694 records of a minor child, the health and mental health records of the child's family. All such  
695 information and records shall be confidential and shall be excluded from the Virginia Freedom of  
696 Information Act (§ 2.1-340 et seq.) pursuant to subdivision 59 of subsection B § 2.1-342. Upon the  
697 conclusion of the child death review, all information and records concerning the child and the child's  
698 family shall be shredded or otherwise destroyed by the Chief Medical Examiner in order to ensure  
699 confidentiality. Such information or records shall not be subject to subpoena or discovery or be  
700 admissible in any criminal or civil proceeding. If available from other sources, however, such  
701 information and records shall not be immune from subpoena, discovery or introduction into evidence  
702 when obtained through such other sources solely because the information and records were presented to  
703 the Team during a child death review. Further, the findings of the Team may be disclosed or published  
704 in statistical or other form which shall not identify individuals. The portions of meetings in which  
705 individual child death cases are discussed by the Team shall be closed pursuant to subdivision 23 of  
706 subsection A of § 2.1-344. In addition to the requirements of § 2.1-344.1, all team members, persons  
707 attending closed team meetings, and persons presenting information and records on specific child deaths  
708 to the Team during closed meetings shall execute a sworn statement to honor the confidentiality of the  
709 information, records, discussions, and opinions disclosed during any closed meeting to review a specific  
710 child death. Violations of this subsection shall be punishable as a Class 3 misdemeanor.

711 D. Upon notification of a child death, any state or local government agency maintaining records on  
712 such child or such child's family which are periodically purged shall retain such records for the longer  
713 of twelve months or until such time as the State Child Fatality Review Team has completed its child  
714 death review of the specific case.

715 E. The ~~Committee~~ Team shall ~~submit an~~ compile annual report data which shall be made available  
716 to the Governor and the General Assembly as requested. These statistical data compilations shall not  
717 contain any personally identifying information and shall be public records.

718 2. That the provisions of this act shall be implemented to the extent possible within available  
719 resources or with such additional funding as may be provided in the appropriation act.