

1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

2 *An Act to amend and reenact § 2.2-3704.2 of the Code of Virginia, relating to the Virginia Freedom of*
3 *Information Act; training approved by the Virginia Freedom of Information Advisory Council.*

4 [H 2143]

5 Approved

6 **Be it enacted by the General Assembly of Virginia:**7 **1. That § 2.2-3704.2 of the Code of Virginia is amended and reenacted as follows:**8 **§ 2.2-3704.2. Public bodies to designate FOIA officer.**

9 A. All state public bodies, including state authorities, that are subject to the provisions of this chapter
10 and all local public bodies that are subject to the provisions of this chapter, shall designate and publicly
11 identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to
12 serve as a point of contact for members of the public in requesting public records and to coordinate the
13 public body's compliance with the provisions of this chapter.

14 B. For such state public bodies, the name and contact information of the public body's FOIA officer
15 to whom members of the public may direct requests for public records and who will oversee the public
16 body's compliance with the provisions of this chapter shall be made available to the public upon request
17 and be posted on the respective public body's website at the time of designation and maintained
18 thereafter on such website for the duration of the designation.

19 C. For such local public bodies, the name and contact information of the public body's FOIA officer
20 to whom members of the public may direct requests for public records and who will oversee the public
21 body's compliance with the provisions of this chapter shall be made available in a way reasonably
22 calculated to provide notice to the public, including posting at the public body's place of business,
23 posting on its website, or including such information in its publications.

24 D. For the purposes of this section, local public bodies shall include constitutional officers.

25 E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be
26 trained at least annually by legal counsel for the public body or the Virginia Freedom of Information
27 Advisory Council (*the Council*) or through an online course offered by the Council. Any such training
28 shall document that the training required by this subsection has been fulfilled.

29 F. The name and contact information of a FOIA officer trained by legal counsel of a public body
30 shall be (i) submitted to the Council by July 1 of each year on a form developed by the Council for that
31 purpose and (ii) updated in a timely manner in the event of any changes to such information.

32 G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact
33 information, and the name of the public body such FOIA officers serve.

ENROLLED

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