

1 VIRGINIA ACTS OF ASSEMBLY — CHAPTER

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

4 [H 2152]

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 and
10 all local public bodies and regional public bodies that are subject to the provisions of this chapter shall
11 designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose
12 responsibility is to serve as a point of contact for members of the public in requesting public records and to
13 coordinate the 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 to
15 whom members of the public may direct requests for public records and who will oversee the public body's
16 compliance with the provisions of this chapter shall be made available to the public upon request and be
17 posted on the respective public body's official public government website at the time of designation and
18 maintained thereafter on such website for the duration of the designation.

19 C. For such local public bodies and regional public bodies, the name and contact information of the public
20 body's FOIA officer to whom members of the public may direct requests for public records and who will
21 oversee the public body's compliance with the provisions of this chapter shall be made available in a way
22 reasonably calculated to provide notice to the public, including posting at the public body's place of business,
23 posting on its official public government 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 trained
26 at least once during each consecutive period of two calendar years commencing with the date on which he
27 last completed a training session by legal counsel for the public body or the Virginia Freedom of Information
28 Advisory Council (the Council) or through an online course offered *or approved* by the Council. *Any legal*
29 *counsel for a public body who is also designated as the public body's FOIA officer shall complete a training*
30 *session or online course offered or approved by the Council.* Any such training shall document that the
31 training required by this subsection has been fulfilled.

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

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

ENROLLED

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