



- Your request must identify the records you are seeking with “reasonable specificity.” This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of J. Sargeant Reynolds Community College, nor does it require J. Sargeant Reynolds Community College to create a record that does not exist.
- You may choose to receive electronic records in any format used by J. Sargeant Reynolds Community College in the regular course of business.
  - For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records.
- If we have questions about your request, please cooperate with staff’s efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

**To request records from J. Sargeant Reynolds Community College, you may direct your request to Ms. Amelia M. Bradshaw, Vice President, Finance & Administration. Ms. Bradshaw can be reached at PO Box 85622 Richmond, Virginia 23285-5622; phone (804) 523-5132. Email FOIA requests to: foia@reynolds.edu. You may also contact Ms. Bradshaw with questions you have concerning requesting records from J. Sargeant Reynolds Community College.**

In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about how FOIA works. The Council was created in the legislative branch of state government to issue opinions on the operation and application of FOIA, to publish educational materials, and to provide training about FOIA. How to 408 To 01008011w (1-3 Ar (infact B) 1 (92) 61 (res) 10e Tc A tific. B02 C 227-13; 0.004 TC F0.004 T1w

Community College

conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia.

- You may have to pay for the records that you request from J. Sargeant Reynolds Community College. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for, reviewing, copying, scanning, and redacting the requested records, copying costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- If we estimate 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. The five days that we have to respond to your request does not include the time between when we send you the estimate and when you respond. If you do not respond within 30 days, then your request will be deemed to be withdrawn.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, J. Sargeant Reynolds Community College may require payment of the past-due bill before it will respond to your new FOIA request.

### **Policy Regarding Fees**

It is J. Sargeant Reynolds Community College's policy to charge for the actual costs of responding to FOIA requests. We charge for staff time spent searching for, reviewing, copying, scanning, and redacting the requested records, copying costs, or any other costs directly related to supplying the requested records.

J. Sargeant Reynolds Community College does not charge a fee to provide scholastic records that must be made available for inspection pursuant to the Family Educational Rights and Privacy Act (FERPA) if the request for scholastic records is made by a parent or legal guardian of a minor student or by a student 18 years old or older, or for the first hour of time to respond to a FOIA request.

Copying costs shall be assessed on public records that are printed, but not on public records that are provided electronically.

Public records are provided at the costs specified below:

- |   |   |                      |
|---|---|----------------------|
| o | Paper copies from paper original (B&W)        | \$.25/page           |
| o | Larger than legal size paper copies           | \$1.00/page          |
| o | Video, CD, DVD, etc.                          | Cost of reproduction |
| o | Staff time at full-time hourly rate (average) | \$25.00/hour         |

J. Sargeant Reynolds Community College also may charge for the actual cost of the medium by which the information is provided (e.g., CD, DVD, flash drive, etc.) if that medium is requested by the requester, and for the actual cost of mailing the requested records if the cost is above the cost of the standard-sized flat rate envelope.

J. Sargeant Reynolds Community College will apply any costs we incur in estimating the costs of providing the requested records toward the overall costs to be paid by the requester.

### **Types of records**

The following is a general description of the types of records held by J. Sargeant Reynolds Community College:

- Accounts Payable and Accounts Receivable
- Accreditation
- Admission and Enrollment
- College reports and meeting minutes
- Non-Procurement Contracts that J. Sargeant Reynolds Community College has entered into
- Emergency Operations Plan
- Financial
- Inventory
- Parking/Transportation
- Personnel reco

- Scholastic records (Va. Code § 2.2-3705.4(1))

**Policy regarding the use of exemptions**

J. Sargeant Reynolds Community College