

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy Number 5 – Freedom of Information Act Requests

- I. **Purpose.** The purpose of this policy is to affirm the intent of the Northern Virginia Transportation Authority (NVRTA) to adhere to the Virginia Freedom of Information Act (FOIA) which guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.
- II. **Policy.** The Authority will seek to adhere to the Virginia Freedom of Information Act and the Public Records Act in the conduct of meetings, retention of public records, and responsiveness to requests for records under FOIA.
- III. **Specific Provisions of Policy.**
 - A. All FOIA requests for information must be routed or presented to the Chief Executive Officer.
 - B. All requests will be responded to within five working days of receipt. ‘Day one’ is considered the day after the request is received.
 - C. FOIA permits the charging of reasonable costs, not to exceed actual costs, of responding to requests. The Chief Executive Officer with assistance from the Chief Financial Officer will determine if there is a cost to be charged for the record request.
 - D. The Chief Executive Officer may at his/her option consult with the NVRTA Counsel with regard to FOIA matters and before or during the process of responding to any FOIA requests.

Approved by the Finance Committee: December 5, 2014

Approved by Northern Virginia Transportation Authority: December 11, 2014