



Board of Supervisors Organizational & Committee Meeting Packet

Monday, January 8, 2024

Organizational
Meeting/Work Session

9:30 am

Personnel Committee

Immediately follows Work
Session

Finance Committee

Immediately follows
Personnel



Board of Supervisors Organizational Meeting & Work Session Agenda

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

January 8, 2024, 9:30 am, Meeting Room AB

<i>Item</i>	<i>Description</i>	<i>Page</i>
A.	Organizational Items:	
	– Elect 2024 Chair	
	– Elect 2024 Vice Chair	
	– Set Meeting Dates, Times, and Locations	3
	– Adopt Rules of Procedure	4
	– 2024 Chair Appointments	29
	– Update from Catherine Marsten on appointment roles	
	– Annual Distribution: Information Only	32
	– Code of Virginia §2.2-3700, Virginia Freedom of Information Act	33
	– Code of Virginia §42.1-76 Virginia Public Records Act	68
	Reminder:	
	– 2024 Conflict of Interest filings due in Clarke County Administration by 5pm, Thursday, February 1, 2024.	

2024 Clarke County Board of Supervisors Meeting Schedule

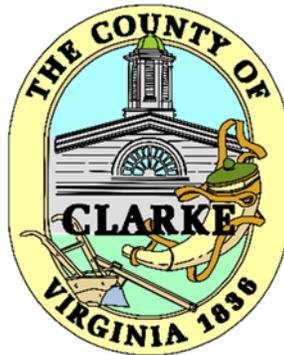
<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>
2024 Organizational Meeting & Work Session*	Monday	January 8, 2024	9:30 am
Regular Meeting	Tuesday	January 16, 2024	1:00 pm
Work Session*	Monday	February 12, 2024	10:00 am
Regular Meeting	Tuesday	February 20, 2024	1:00 pm
Work Session*	Monday	March 11, 2024	10:00 am
Regular Meeting	Tuesday	March 19, 2024	1:00 pm
Work Session*	Monday	April 8, 2024	10:00 am
Regular Meeting	Tuesday	April 16, 2024	1:00 pm
Work Session*	Monday	May 13, 2024	10:00 am
Regular Meeting	Tuesday	May 21, 2024	1:00 pm
Work Session*	Monday	June 10, 2024	10:00 am
Regular Meeting	Tuesday	June 18, 2024	1:00 pm
Work Session*	Monday	July 8, 2024	10:00 am
Regular Meeting	Tuesday	July 16, 2024	1:00 pm
Work Session*	Monday	August 12, 2024	10:00 am
Regular Meeting	Tuesday	August 20, 2024	1:00 pm
Work Session*	Monday	September 9, 2024	10:00 am
Regular Meeting	Tuesday	September 17, 2024	1:00 pm
Work Session*	Monday	October 7, 2024	10:00 am
Regular Meeting	Tuesday	October 15, 2024	1:00 pm
Work Session*	Monday	November 4, 2024	10:00 am
Regular Meeting	Tuesday	November 19, 2024	1:00 pm
Work Session*	Monday	December 9, 2024	10:00 am
Regular Meeting	Tuesday	December 17, 2024	1:00 pm
2024 Organizational Meeting & Work Session	Monday	January 13, 2025	9:30 am

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room, while Work Sessions and Committee Meetings are held in Meeting Room AB at the Berryville Clarke County Joint Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

*Note: BoS Personnel Committee Meetings start at 9:30 am on Work Session days and BoS Finance Committee Meetings start immediately after Work Sessions.

Clarke County, Virginia Board of Supervisors

Rules of Procedure



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Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
8	01/09/2012	Section 4-1 Order of Business: Add Item j) Joint Administrative Services Board Monthly Update; move Board of Supervisors Committee Status Reports before Closed Session; move f) Citizen Comment Period and g) Department of Transportation Matters below item c) and re-letter; add to first sentence "normally"
9	1/7/2013	Change Article IV —Conduct Of Business Section 4-1. Order of Business Move Citizen Comment Period to Item C after Adoption of Agenda.
10	1/13/2014	Article 1 Meetings Section 1-11. Limitations on duration and hour of meetings; Adjournment change from three [3] to four [4] hours. Article IV – Conduct of Business Section 4-1. Order of Business d) School Board Update add [as requested]
11	1/12/2015	Add Section 1-12. Electronic Participation in Meetings from Remote Locations
N/A	1/11/2016	Reviewed – No Change
N/A	1/09/2017	Reviewed – No Change
12	1/08/2018	Amend and replace Section 4.2 Adoption of Agenda
13	08/29/2018	Amend and retitle "Section 1-12. Electronic Participation in Meetings from Remote Locations" to "Section 1-12 Meetings held through electronic communication means" as set forth in § 2.2-3708.2. Sections §2.2-3708 and §2.2-3708.1 repealed by Acts 2018
14	01/06/2020	Section 4.4 – Citizen Comment Period: Delete "and only issues that are not scheduled for future Public Hearings may be addressed", Change five minutes to three minute limit (3 locations all in Section 4.4, Add "unless granted additional time by the Chair".
15	01/17/2023	Section 1-10 corrected state code section and revise Section 1-12 to reflect changes to the Code of Virginia.

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Record of Revisions

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
New	01/15/02	New Document
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing
N/A	1/12/04	Reviewed and adopted as written – no change
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly
3	1/17/06	<i>2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)</i>
4	3/20/07	<i>2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."</i>
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2-2-3707(E) of the Code of Virginia, as amended.; Amend Section 5-6. Order of Speaking; Remove Attachment C
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove At any meeting of the Board, ... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]
7	01/01/2011	3.3 change from www.co.clarke.va.us to www.clarkecounty.gov ; 3.4 change from the Public Library to official County website ; add Individuals desiring complete paper copies . . .;

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Article I—Meetings

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the third Tuesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Main Meeting Room, Berryville Clarke County Joint Government Center or such other public place as it may designate, in regular session and conduct its annual or organizational meeting.

During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend.

Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient.

A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Adjourned Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum.

All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure.

The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

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Section 1-5. Motions

Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration.

No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall not require a second.

When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn

At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate

When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
 - To commit,
 - To postpone,
 - For the previous question,
 - For a substitute motion to lay on the table,
 - Or to adjourn.
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Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced

When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

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*Section 1-9. Robert's
Rules of Order;
Suspending Rules*

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by unanimous vote of the members present and voting.

*Section 1-10. Board
to Sit with Open Doors*

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and, then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3711 of the Code of Virginia, 1950, as amended.

For additional detail, refer to Attachment A – Closed Meetings Procedure of this document.

*Section 1-11.
Limitations on duration
and hour of meetings;
Adjournment*

Meetings of the Board of Supervisors shall not continue for more than four [4] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members.

The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section.

Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

Section 1-12.
Meetings held
through
electronic
communication
means policy
and approval
process

Policy:

Individual board member electronic participation not during a declared state of emergency.

It is the policy of Clarke County Board of Supervisors that its individual members may fully participate in meetings of the Board of Supervisors by electronic means as permitted by Virginia Code § 2.2-3708.3. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Board of Supervisors to be physically assembled at the primary or central meeting location, unless a state of emergency has been declared as described in the next section. There must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Board members wishing to participate remotely must inform the Chair in advance of the public meeting. Remote participation can be used if the board member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance or if a medical condition of the board member's family requires the board member to provide care that prevents the board member's physical attendance. In either case, there is no annual limit on the number of times a board member can participate remotely.

A board member may also participate remotely for a personal matter as long as they notify the Chair in advance and identify with specificity the nature of the personal matter. Electronic participation for personal matters is limited to no more than 25 percent of the meetings held per calendar year.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act.

If electronic participation is approved by the Board, the minutes shall include the reason for electronic participation and the remote location from which the board member participated.

If electronic participation is disapproved, such disapproval shall be recorded in the minutes with specificity.

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Meetings held through electronic communication means during declared states of emergency. (Applies to all public bodies)

Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21 subject to the follow procedures and conditions:

- a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- b. The purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities

In addition, the public body must:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the local public body conducting the meeting;
 - b. Make arrangements for public access to such meeting through electronic communication means and provide the public with the opportunity to comment at those meetings when public comment is customarily received;
 - c. Otherwise comply with the provisions of § 2.2-3708.2; and
 - d. State in the minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
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Article II—Officers

*Section 2-1. Chair
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

In the event that the Chair is absent from any meeting the Vice Chair shall assume the authority and duties of the Chair.

In the event the Chair and Vice Chair are absent from any meeting of the Board, then, the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

*Section 2-2. Authority
of the Chair*

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
 - The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
 - The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.
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*Section 2-2 Authority
of the Chair
Continued*

The Chair may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board.

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
 - Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from
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attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended.

At the discretion of the Board, any County employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

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Article III—Agenda

*Section 3-1.
Preparation*

The Clerk shall prepare an Agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business.

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
 - Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
 - The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.
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Section 3-2. Delivery

Each member of the Board shall receive the Regular Meeting Agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the third Tuesday of each month.

Special meeting Agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

*Section 3-3. Posting
and Notice*

A copy of the Meeting Agendas shall be available in the Office of the County Administrator as of the date and time the information is distributed to members of the Board.

Agendas will also be posted on the County Web page at www.clarkecounty.gov.

Section 3-4. Copies

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the Agenda and supporting information, and shall make the same available to the public in the Office of the County Administrator and official County website at the same time that the Agenda is posted pursuant to Section 3-3, above.

Individuals desiring complete paper copies of Agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

The Clerk or Deputy Clerk shall also have a copy of agenda packet available at each meeting.

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**Article IV—Conduct Of
Business**

*Section 4-1. Order of
Business*

At meetings of the Board, the order of business should normally be as follows:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Citizens' Comment
- (d) School Board Update *[as requested]*
- (e) Department of Transportation Matters
- (f) Approval of Minutes
- (g) Approval of Consent Agenda
- (h) Scheduled Presentations
- (i) Ratification of Committee Action
- (j) Joint Administrative Services Board Monthly Update
- (k) Projects Update
- (l) Miscellaneous Items
- (m) Summary of Required Action
- (n) Board Member Committee Status Reports
- (o) Closed Session *[when required]*

When public hearings are scheduled, there will be a recess at this point until 6:30 pm and Items (p), (q), and (r) shall be conducted.

- (p) Citizens' Comment
 - (q) Public Hearings (when required)
 - (r) Adjournment
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*Section 4-2. Adoption
of Agenda*

The Agenda for adoption shall be the agenda prepared and delivered as required in Article III.

The Board shall not take action on any matter not identified in the agenda.

The Board shall not approve additions to the published agenda except for matters requiring the immediate action of the Board on official County business,

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the nature of which demands deliberation and action and for which the Board cannot schedule timely deliberation and action at its next regular meeting or at a specially called session meeting the requirements of § 2.2-3707. Should a matter arise that requires immediate deliberation and action by the Board, the Chair shall, upon determining the matter is not properly identified on the agenda, call for a motion adding the matter to the agenda and identifying need for immediate action, the call for a special meeting, or directing the matter be placed on the next regular meeting agenda.

This procedure shall not be construed to prohibit the reporting of information by and between Board members and staff or identifying matters requested or recommended for future discussion or decision, or matters of interest to individual members or future meetings of other bodies nor notice of future items or meetings of interest to one or more members of the Board.

Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion "to approve the Consent Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith.

- Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda.
- Items, which have been objected to and removed from the Consent Agenda, shall be moved to the Miscellaneous Item on the agenda and be considered individually and in the order in which they were objected to.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comment Period.

Any person desiring to address the Board of Supervisors at the Citizen Comment period shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the Citizen Comment Period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. [For sample, refer to Attachment B – Citizen Comment Period – Sign-In Sheet of this document.] Citizens desiring to address the Board of Supervisors during this period shall provide their name,

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the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board. Individuals speaking during the Citizens' Comment Period shall be subject to a three minute time limitation unless granted additional time by the Chair.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Should a review of the register indicate that more than two persons desire to speak on the same issue during the Citizen Comment Period the Chair may ask those desiring to speak to pick two people to represent their views.

- If those desiring to speak cannot agree on two representative speakers the Chair shall let the first two citizens speak for up to three minutes each but may limit subsequent speakers to the time required to present different opinions or new information.
- In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.

*Section 4-5.
Scheduled
Presentations*

Any person desiring to address the Board of Supervisors at a Scheduled Presentation period of a Board of Supervisors meeting shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the "Scheduled Presentations" portion of the Agenda at a Regular Meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation.

- Such request must be in the Clerk's hands not later than the Agenda deadline specified in Section 3-1 hereof.
 - The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least ~~five~~ ~~(5)~~ ~~3~~ minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
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- Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a three minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
 - Board Member questions and discussion of the material presented shall not be subject to any time limit.
 - Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.
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Article V – Public Hearings

Section 5-1. Format for Public Hearings It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy.

While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible.

In order to accomplish this objective it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
- (b) Staff and/or Applicant Presentation
- (c) Public Comment
- (d) Board Member Questions
- (e) Staff, Applicant or Public Response
- (f) Close of Public Hearing
- (g) Board discussion and/or consideration

Section 5-3. Identification of Issue and Verification of Required Notice The Chair shall call upon the appropriate County Staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or applicant presentation The Chair will call upon the appropriate County staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors.

Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter.

When written information has been provided prior to the hearing, that information should be summarized and only new information should be presented in detail.

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*Section 5-5. Public
Comment*

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before beginning the hearing begins.

*Section 5-6. Order
of Speaking*

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

*Section 5-7.
Presentation of
Comments*

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair regardless of the number of times recognized.

*Section 5-8.
Supervisors'
Questions*

Upon completion of a presentation by staff, applicant or member of the public, any Member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested.

Members of the Board shall not engage in debate with the person or persons making the presentation.

*Section 5-9. Close
of Hearing*

When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board

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defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

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**Article VI—Citizen
Responsibilities**

*Section 6-1.
Application of Rules.*

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

*Section 6-2.
Addressing the Board.*

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to the matter before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public.

Questions shall not be asked of other speakers, but may be directed to the Chair of the Board for consideration by the Board in later deliberating the matter.

*Section 6-3. Conduct
while Speaking*

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
 - Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.
-

*Section 6-4. Name
and place of
residence.*

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

*Section 6-5.
Organizational
Representation*

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
 - (b) The history,
 - (c) Size,
-

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- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established by the board and shall yield the floor when informed their time has expired.

Section 6-8. Registration.

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and place of residence.

Section 6-9. Written copy of comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

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**Article VII—
Appointments**

*Section 7-1.
Appointments*

Subject to ratification of a majority of the members of the Board of Supervisors, the Chair shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize.

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

These Rules of Procedure may, from time to time, be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

Attachments

- A. Closed Meetings Procedure
 - B. Citizen Comment Sign-in Sheet
-

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Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2-3711-A1
- Acquisition or Sale of Property - §2.2-3711-A3
- Privacy of individuals in personal matters - §2.2-3711-A4
- Discussion of unannounced business location - §2.2-3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2-3711-A6
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711-A7
- Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body - §2.2-3711-A29

To convene a closed session, a member of the Board of Supervisors should:

“Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible).”

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

“Move to reconvene in open session.” With the vote taken immediately thereafter.

Next, a member of the Board should:

“Move to certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et seq, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

A roll-call vote is required. Any member of the Board who believes that there was a departure from the requirements of the certifications in the above motion shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. That statement shall be recorded in the minutes of the Board.

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Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name <i>(Please Print)</i>	Address	Topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

If you are representing an Organization: Rules of Procedure - Section 6-5. – Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

End of document.

2023 Board of Supervisors Assignments By Supervisor

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Matthew Bass			
Board of Septic & Well Appeals	BoS - Appointed Member	1/17/2023	12/31/2023
Clarke County School Board	BoS - Alternate	1/17/2023	12/31/2023
Clarke County Sheriff's Office	BoS - Liaison	1/17/2023	12/31/2023
Josephine School Community Museum Board	BoS - Liaison	1/17/2023	12/31/2023
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/17/2023	12/31/2023
Library Advisory Council	BoS - Liaison	1/17/2023	12/31/2023
Litter Committee	BoS - Liaison	1/17/2023	12/31/2023
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/17/2023	12/31/2023
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/17/2023	12/31/2023
Parks & Recreation Advisory Board	BoS - Liaison	1/17/2023	12/31/2023
Towns and Villages: Berryville	BoS - Liaison	1/17/2023	12/31/2023
Chris Boies			
BCCGC Joint Building Committee	County Administrator		
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	1/18/2022	12/31/2022
Regional Airport Authority	BoS - Alternate	1/17/2023	12/31/2023
Terri T. Catlett			
Board of Supervisors	Vice Chair	1/17/2023	12/31/2023
Board of Supervisors Finance Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Board of Supervisors Personnel Committee	BoS - Alternate	1/17/2023	12/31/2023
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Community Policy and Management Team	BoS - Appointed Member	1/17/2023	12/31/2023
Historic Preservation Commission	BoS - Liaison	1/17/2023	12/31/2023

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Humane Foundation	BoS - Liaison	1/17/2023	12/31/2023
Planning Commission	BoS - Appointed Member	1/17/2023	12/31/2023
Strategic Planning Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/17/2023	12/31/2023
Towns and Villages: Millwood	BoS - Liaison	1/17/2023	12/31/2023
Towns and Villages: Pine Grove	BoS - Liaison	1/17/2023	12/31/2023

Doug Lawrence

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/17/2023	12/31/2023
Board of Social Services	BoS - Appointed Member	1/17/2023	12/31/2023
Broadband Implementation Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Clarke County School Board	BoS - Liaison	1/17/2023	12/31/2023
Fire & EMS Commission	BoS - Alternate	1/17/2023	12/31/2023
Northwestern Regional Jail Authority	BOS - Liaison - Alternate	1/17/2023	12/31/2023
Planning Commission	BoS - Alternate	1/17/2023	12/31/2023

Beverly B. McKay

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/17/2023	12/31/2023
BCCGC Joint Building Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Board of Septic & Well Appeals	BoS - Alternate	1/17/2023	12/31/2023
Board of Supervisors Finance Committee	BoS - Alternate	1/17/2023	12/31/2023
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Broadband Implementation Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Building and Grounds	BoS - Appointed Member	1/17/2023	12/31/2023
Clarke County Sanitary Authority	BoS - Liaison	1/17/2023	12/31/2023
Conservation Easement Authority	BoS - Appointed Member	1/17/2023	12/31/2023
Economic Development Advisory Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Joint Administrative Services Board	BoS - Alternate	1/17/2023	12/31/2023
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/17/2023	12/31/2023
Regional Airport Authority	BoS - Alternate	1/17/2023	12/31/2023

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Towns and Villages: Boyce	BoS - Liaison	1/17/2023	12/31/2023
Towns and Villages: White Post	BoS - Liaison	1/17/2023	12/31/2023

David S. Weiss

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/17/2023	12/31/2023
Board of Supervisors	Chair	1/17/2023	12/31/2023
Board of Supervisors Finance Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/17/2023	12/31/2023
Building and Grounds	BoS - Alternate	1/17/2023	12/31/2023
Conservation Easement Authority	BoS - Alternate	1/17/2023	12/31/2023
Fire & EMS Commission	BoS - Representative	1/17/2023	12/31/2023
Industrial Development Authority of the Clarke County	BoS - Liaison	1/17/2023	12/31/2023
Joint Administrative Services Board	BoS - Appointed Member	1/17/2023	12/31/2023
Towns and Villages: Pine Grove	BoS - Liaison	1/17/2023	12/31/2023



Board of Supervisors Organizational Meeting Packet

Annual Distribution

- Code of Virginia §2.2-3700, Virginia Freedom of Information Act

- Code of Virginia §42.1-76, Virginia Public Records Act

Code of Virginia
 Title 2.2. Administration of Government
 Subtitle II. Administration of State Government
 Part B. Transaction of Public Business

Chapter 37. Virginia Freedom of Information Act

§ 2.2-3700. Short title; policy

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

1968, c. 479, § 2.1-340; 1976, c. 467, § 2.1-340.1; 1989, c. 358; 1990, c. 538; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

§ 2.2-3701. Definitions

As used in this chapter, unless the context requires a different meaning:

"All-virtual public meeting" means a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § [2.2-3708.3](#), using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Information," as used in the exclusions established by §§ [2.2-3705.1](#) through [2.2-3705.7](#), means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § [2.2-3708.2](#) or [2.2-3708.3](#), as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (a) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (b) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Official public government website" means any Internet site controlled by a public body and used, among any other purposes, to post required notices and other content pursuant to this chapter on behalf of the public body.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district, or agency of the Commonwealth or of any political subdivision of the Commonwealth, including counties, cities, and towns, municipal councils, governing bodies of counties, school boards, and planning commissions; governing boards of public institutions of higher education; and other organizations, corporations, or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ [38.2-5000](#) et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee, or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers and private police departments as defined in § [9.1-101](#) shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words, or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording, or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, which unit includes two or more localities.

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. [845](#), [931](#); 1996, c. [609](#); 1997, c. [641](#); 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#); 2003, c. [897](#); 2007, c. [945](#); 2008, cc. [233](#), [789](#); 2010, c. [706](#); 2011, c. [242](#); 2015, cc. [131](#), [195](#), [224](#); 2016, cc. [620](#), [716](#); 2017, cc. [616](#), [778](#); 2018, cc. [54](#), [55](#); 2019, c. [358](#); 2022, c. [325](#); 2022, cc. [325](#), [597](#).

§ 2.2-3702. Notice of chapter

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

1976, c. 467, § 2.1-341.1; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

§ 2.2-3703. (Effective until July 1, 2024) Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board (the Board), except that (i) information from the Board providing the number of inmates considered by the Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by the Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § [2.2-3704](#); (ii) all guidance documents, as defined in § [2.2-4101](#), shall be public records and subject to the provisions of this chapter; (iii) all records concerning the finances of the Board shall be public records and subject to the provisions of this chapter; and (iv) individual Board member votes shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information. The information required by clause (ii) shall include all documents establishing the policy of the Board or any change in or clarification of such policy with respect to grant, denial, deferral, revocation, or supervision of parole or geriatric release or the process for consideration thereof, and shall be clearly and conspicuously posted on the Board's website. However, such information shall not include any portion of any document reflecting the application of any policy or policy change or clarification of such policy to an individual inmate;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § [2.2-5207](#);

4. Sexual assault response teams established pursuant to § [15.2-1627.4](#), except that records relating to (i) protocols and policies of the sexual assault response team and (ii) guidelines for the community's response established by the sexual assault response team shall be public records and subject to the provisions of this chapter;

5. Multidisciplinary child sexual abuse response teams established pursuant to § [15.2-1627.5](#);

6. The Virginia State Crime Commission; and

7. The records maintained by the clerks of the courts of record, as defined in § [1-212](#), for which clerks are custodians under § [17.1-242](#), and courts not of record, as defined in § [16.1-69.5](#), for which clerks are custodians under § [16.1-69.54](#), including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ [16.1-69.54.1](#) and [17.1-208](#), as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ [30-178](#) et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ [53.1-261](#) et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ [37.2-900](#) et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. [703](#), [726](#), § 2.1-341.2; 2001, c. [844](#); 2003, cc. [989](#), [1018](#); 2004, cc. [398](#), [690](#); 2007, cc. [438](#), [548](#), [626](#); 2017, c. [620](#); 2018, cc. [127](#), [584](#); 2019, c. [729](#); 2022, cc. [25](#), [26](#).

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 2.2-3703. (Effective July 1, 2024) Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility

A. The provisions of this chapter shall not apply to:

1. Petit juries and grand juries;
2. Family assessment and planning teams established pursuant to § [2.2-5207](#);
3. Sexual assault response teams established pursuant to § [15.2-1627.4](#), except that records relating to (i) protocols and policies of the sexual assault response team and (ii) guidelines for the community's response established by the sexual assault response team shall be public records and subject to the provisions of this chapter;
4. Multidisciplinary child sexual abuse response teams established pursuant to § [15.2-1627.5](#);
5. The Virginia State Crime Commission; and
6. The records maintained by the clerks of the courts of record, as defined in § [1-212](#), for which clerks are custodians under § [17.1-242](#), and courts not of record, as defined in § [16.1-69.5](#), for which clerks are custodians under § [16.1-69.54](#), including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ [16.1-69.54:1](#) and [17.1-208](#), as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ [30-178](#) et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ [53.1-261](#) et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ [37.2-900](#) et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. [703](#), [726](#), § 2.1-341.2; 2001, c. [844](#); 2003, cc. [989](#), [1018](#); 2004, cc. [398](#), [690](#); 2007, cc. [438](#), [548](#), [626](#); 2017, c. [620](#); 2018, cc. [127](#), [584](#); 2019, c. [729](#); 2022, cc. [25](#), [26](#); 2023, cc. [805](#), [806](#).

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 2.2-3703.1. Disclosure pursuant to court order or subpoena

Nothing contained in this chapter shall have any bearing upon disclosures required to be made pursuant to any court order or subpoena. No discretionary exemption from mandatory disclosure shall be construed to make records covered by such discretionary exemption privileged under the rules of discovery, unless disclosure is otherwise prohibited by law.

2014, c. [319](#).

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
2. The requested records are being provided in part and are being withheld in part. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.
4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days or, in the case of a request for criminal investigative files pursuant to § [2.2-3706.1](#), 60 work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, 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 the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. Except with regard to scholastic records requested pursuant to subdivision A 1 of § [2.2-3705.4](#) that must be made available for inspection pursuant to the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and such requests for scholastic records by a parent or legal guardian of a minor student or by a student who is 18 years of age or older, a public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or

searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. 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 50 acres. Prior to 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. The public body shall provide the requester with a cost estimate if requested. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of the requester. If the public body receives no response from the requester within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn. Any costs incurred by the public body in estimating the cost of supplying the requested records shall be applied toward the overall charges to be paid by the requester for the supplying of such requested records. Any local public body that charges for the production of records pursuant to this section may provide an electronic method of payment through which all payments for the production of such records to such locality may be made. For purposes of this subsection, "electronic method of payment" means any kind of noncash payment that does not involve a paper check and includes credit cards, debit cards, direct deposit, direct debit, electronic checks, and payment through the use of telephonic or similar communications.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation, or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ [42.1-76](#) et seq.). In accordance with § [42.1-79](#), the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § 2.1-342; 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561; 1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. [485](#), [532](#), [606](#), [839](#), [853](#), [918](#); 1995, cc. [299](#), [362](#), [499](#), [562](#), [638](#), [722](#), [812](#), [837](#); 1996, cc. [168](#), [469](#), [589](#), [599](#), [783](#), [786](#), [794](#), [855](#), [862](#), [902](#), [905](#), [1001](#), [1046](#); 1997, cc. [198](#), [295](#), [439](#), [567](#), [636](#), [641](#), [777](#), [782](#), [785](#), [838](#), [861](#); 1998, cc. [427](#), [891](#); 1999, cc. [438](#), [703](#), [726](#); 2001, c. [844](#); 2002, cc. [715](#), [830](#); 2003, cc. [275](#), [981](#), [1021](#); 2007, c. [439](#); 2009, c. [626](#); 2010, c. [627](#); 2011, c. [604](#); 2016, cc. [620](#), [716](#); 2017, c. [778](#); 2020, c. [1142](#); 2021, Sp. Sess. I, c. [483](#); 2022, c. [756](#); 2023, c. [534](#).

§ 2.2-3704.01. Records containing both excluded and nonexcluded information; duty to redact

No provision of this chapter is intended, nor shall it be construed or applied, to authorize a public body to withhold a public record in its entirety on the grounds that some portion of the public record is excluded from disclosure by this chapter or by any other provision of law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure under this chapter or other provision of law applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion under this chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed.

2016, cc. [620](#), [716](#).

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession.

2. Contact information for the FOIA officer designated by the public body pursuant to § [2.2-3704.2](#) to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
 3. A general description, summary, list, or index of the types of public records maintained by such public body;
 4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
 5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law;
 6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to 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."; and
 7. A written policy (i) explaining how the public body assesses charges for accessing or searching for requested records and (ii) noting the current fee charged, if any, for accessing and searching for such requested records.
- B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.
- C. The Freedom of Information Advisory Council, created pursuant to § [30-178](#), shall assist in the development and implementation of the provisions of subsection A, upon request.

2004, c. [730](#); 2009, c. [626](#); 2014, c. [421](#); 2016, c. [748](#); 2017, cc. [645](#), [778](#); 2022, c. [756](#); 2023, c. [599](#).

§ 2.2-3704.2. Public bodies to designate FOIA officer

- A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies and regional public bodies that are subject to the provisions of this chapter shall designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.
- B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.
- C. For such local public bodies and regional public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.
- D. For the purposes of this section, local public bodies shall include constitutional officers.
- E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.
- F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of the year a FOIA officer is initially trained on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.
- G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact information, and the name of the public body such FOIA officers serve.

2016, c. [748](#); 2017, cc. [290](#), [778](#); 2020, c. [1141](#).

§ 2.2-3704.3. Training for local officials

- A. The Virginia Freedom of Information Advisory Council (the Council) or the local government attorney shall provide in-person or online training sessions for local elected officials; the executive directors and members of industrial development authorities and economic development authorities, as created by the Industrial Development and Revenue Bond Act (§ [15.2-4900](#) et seq.); and members of any boards governing any authority established pursuant to the Park Authorities Act (§ [15.2-5700](#) et seq.) on the provisions of this chapter.
- B. Each local elected official, the executive director and members of each industrial development authority and economic development authority, as created by the Industrial Development and Revenue Bond Act, and members of any boards governing any authority established pursuant to the Park Authorities Act (§ [15.2-5700](#) et seq.) shall complete a training session described in subsection A within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session, for as long as he holds such office. No penalty shall be imposed on a local elected official or an executive director or member of an industrial development authority or an economic development authority for failing to complete a training session.
- C. The clerk of each governing body or school board shall maintain records indicating the names of elected officials, executive directors and members of industrial development authorities and economic development authorities, and members of any boards governing any authority established pursuant to the Park Authorities Act (§ [15.2-5700](#) et seq.) subject to the training requirements in subsection B and the dates on which each such official completed training sessions satisfying such requirements. Such records shall be maintained for five years in the office of the clerk of the respective governing body or school board.

D. For purposes of this section, "local elected officials" shall include constitutional officers.

2019, c. [531](#); 2020, cc. [76](#), [80](#), [904](#); 2023, c. [461](#).

§ 2.2-3705. Repealed

Repealed by Acts 2004, c. [690](#).

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Personnel information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of such information and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such information shall be disclosed. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § [2.2-106](#) or [2.2-107](#).

No provision of this chapter or any provision of Chapter 38 (§ [2.2-3800](#) et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under § [2.2-3705.1](#); (ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § [2.2-3711](#).

4. 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 a public body.

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

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § [2.2-3711](#). However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

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

7. Computer software developed by or for a state agency, public institution of higher education in the Commonwealth, or political subdivision of the Commonwealth.

8. 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.

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ [2.2-1832](#) et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal contact information furnished to a public body or any of its members for the purpose of receiving electronic communications from the public body or any of its members, unless the recipient of such electronic communications indicates his approval for the public body to disclose such information. However, access shall not be denied to the person who is the subject of the record. As used in this subdivision, "personal contact information" means the information provided to the public body or any of its members for the purpose of receiving electronic communications from the public body or any of its members and includes home or business (i) address, (ii) email address, or (iii) telephone number or comparable number assigned to any other electronic communication device.

11. Communications and materials required to be kept confidential pursuant to § [2.2-4119](#) of the Virginia Administrative Dispute Resolution Act (§ [2.2-4115](#) et seq.).

12. Information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body. Such information shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ [2.2-4300](#) et seq.), the provisions of this subdivision shall not apply, and any release of information relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized

to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

14. Names and data of any kind that directly or indirectly identify an individual as a member, supporter, or volunteer of, or donor of financial or nonfinancial support to, any entity exempt from federal income tax pursuant to § 501(c) of the Internal Revenue Code, except for those entities established by or for, or in support of, a public body as authorized by state law, not to include a nonprofit foundation designed to support an institution of higher education or other educational or cultural institution subject to Title 23.1.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § [2.1-342.01](#); 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § [2.2-3705](#); 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2010, c. [553](#); 2016, cc. [620](#), [716](#), [729](#); 2017, cc. [140](#), [778](#); 2021, Sp. Sess. I, c. [484](#); 2022, c. [525](#); 2022, Sp. Sess. I, c. [19](#).

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Confidential information, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.
2. Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.
3. Information that would disclose the security aspects of a system safety program plan adopted pursuant to Federal Transit Administration regulations by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.
4. Information concerning security plans and specific assessment components of school safety audits, as provided in § [22.1-279.8](#).

Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster, or other catastrophic event or (ii) any person on school property has suffered or been threatened with any personal injury.

5. Information concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2 held by the Commitment Review Committee; except that in no case shall information identifying the victims of a sexually violent predator be disclosed.
6. Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § [58.1-647](#).

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

7. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ [56-484.12](#) et seq.) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available.

Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § [58.1-647](#).

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

8. Information held by the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, that would (i) reveal strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets provided to the Council or such commission or organizations in connection with their work.

In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to prevent the disclosure of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal

controls mandated by the State Comptroller, if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

10. Information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or any other similar local or regional public safety communications system.

11. Information concerning a salaried or volunteer Fire/EMS company or Fire/EMS department if disclosure of such information would reveal the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

12. Information concerning the disaster recovery plans or the evacuation plans in the event of fire, explosion, natural disaster, or other catastrophic event for hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ [32.1-123](#) et seq.) of Title 32.1 provided to the Department of Health. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

13. Records received by the Department of Criminal Justice Services pursuant to §§ [9.1-184](#), [22.1-79.4](#), and [22.1-279.8](#) or for purposes of evaluating threat assessment teams established by a public institution of higher education pursuant to § [23.1-805](#) or by a private nonprofit institution of higher education, to the extent such records reveal security plans, walk-through checklists, or vulnerability and threat assessment components.

14. Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or retail building or its occupants:

- a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;
- b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;
- c. Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols; or
- d. Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system.

The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statement shall be a public record and shall be disclosed upon request.

Any public body receiving a request for records excluded under clauses (a) and (b) of this subdivision 14 shall notify the Secretary of Public Safety and Homeland Security or his designee of such request and the response made by the public body in accordance with § [2.2-3704](#).

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

As used in this subdivision, "critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 671.

15. Information held by the Virginia Commercial Space Flight Authority that is categorized as classified or sensitive but unclassified, including national security, defense, and foreign policy information, provided that such information is exempt under the federal Freedom of Information Act, 5 U.S.C. § 552.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#); 2010, c. [672](#); 2011, cc. [111](#), [536](#); 2012, cc. [617](#), [803](#), [835](#); 2013, c. [600](#); 2015, c. [183](#); 2016, cc. [554](#), [620](#), [716](#), [717](#); 2017, c. [778](#); 2018, cc. [52](#), [741](#); 2019, c. [358](#).

§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery pursuant to Chapter 40 (§ [58.1-4000](#) et seq.) and Chapter 41 (§ [58.1-4100](#) et seq.) of Title 58.1, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ [18.2-340.15](#) et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § [54.1-108](#).

3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals involved in the investigation.
 4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ [32.1-323](#) et seq.) of Title 32.1.
 5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ [2.2-3900](#) et seq.) or under any local ordinance adopted in accordance with the authority specified in § [2.2-524](#), or adopted pursuant to § [15.2-965](#), or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.
 6. Information relating to studies and investigations by the Virginia Lottery 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 that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such information has not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.
 7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § [2.2-3010](#) with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ [2.2-3009](#) et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ [2.2-307](#) et seq.); (v) internal auditors appointed by the head of a state agency or by any public institution of higher education; (vi) the committee or the auditor with respect to an investigation or audit conducted pursuant to § [15.2-825](#); (vii) the auditors, appointed by the local governing body of any county, city, or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department, or program of such body; or (viii) the Behavioral Health Commission. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is excluded by this subdivision, the information disclosed shall include the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.
 8. The names, addresses, and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ [36-97](#) et seq.) or the Statewide Fire Prevention Code (§ [27-94](#) et seq.) made to a local governing body.
 9. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ [9.1-138](#) et seq.), Article 4.1 (§ [9.1-150.1](#) et seq.), Article 11 (§ [9.1-185](#) et seq.), and Article 12 (§ [9.1-186](#) et seq.) of Chapter 1 of Title 9.1.
 10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § [22.1-253.13:3](#) in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.
 11. Information contained in (i) an application for licensure or renewal of a license for teachers and other school personnel, including transcripts or other documents submitted in support of an application, and (ii) an active investigation conducted by or for the Board of Education related to the denial, suspension, cancellation, revocation, or reinstatement of teacher and other school personnel licenses including investigator notes and other correspondence and information, furnished in confidence with respect to such investigation. However, this subdivision shall not prohibit the disclosure of such (a) application information to the applicant at his own expense or (b) investigation information to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The completed investigation information disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information regarding a current or former student shall be released except as permitted by state or federal law.
 12. Information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ [3.2-4200](#) et seq.) or Article 3 (§ [3.2-4204](#) et seq.) of Chapter 42 of Title 3.2, Article 10 (§ [18.2-246.6](#) et seq.) of Chapter 6 or Chapter 13 (§ [18.2-512](#) et seq.) of Title 18.2, or Article 1 (§ [58.1-1000](#)) of Chapter 10 of Title 58.1. However, information related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses, or other individuals involved in the investigation.
 13. Records of active investigations being conducted by the Department of Behavioral Health and Developmental Services pursuant to Chapter 4 (§ [37.2-400](#) et seq.) of Title 37.2.
- 1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [605](#), [690](#), [766](#); 2005, c. [601](#); 2006, cc. [25](#), [95](#); 2008, cc. [387](#), [668](#), [689](#), [758](#); 2009, cc. [237](#), [326](#), [340](#); 2011, cc. [798](#), [871](#); 2012, cc. [476](#), [507](#), [803](#), [835](#); 2013, cc. [571](#), [572](#), [690](#), [717](#), [723](#); 2014, cc. [225](#), [414](#), [609](#), [788](#); 2015, cc. [38](#), [730](#); 2016, cc. [272](#), [620](#), [716](#); 2017, c. [778](#); 2020, c. [48](#); 2022, cc. [589](#), [590](#); 2023, cc. [668](#), [669](#).

§ 2.2-3705.4. (Effective until date pursuant to Acts 2023, cc. 756 and 778, cl. 5) Exclusions to application of chapter; educational records and certain records of educational institutions

A. The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except as provided in subsection B or where such disclosure is otherwise prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. 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 promotion, or (iii) receipt of an honor or honorary recognition.

3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, 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 information has not been publicly released, published, copyrighted or patented.

5. Information held by the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § [2.2-3801](#), provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ [23.1-700](#) et seq.) of Title 23.1, including personal information related to (i) qualified beneficiaries as that term is defined in § [23.1-700](#), (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. The exclusion provided by this subdivision shall not apply to protect from disclosure (a) information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor or (b) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or the terms and conditions of such grants or contracts. For purposes of clause (a), the identity of the donor may be withheld if (1) the donor has requested anonymity in connection with or as a condition of making a pledge or donation and (2) the pledge or donation does not impose terms or conditions directing academic decision-making.

8. Information held by a threat assessment team established by a local school board pursuant to § [22.1-79.4](#) or by a public institution of higher education pursuant to § [23.1-805](#) relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § [19.2-389](#) or [19.2-389.1](#), health records obtained pursuant to § [32.1-127.1:03](#), or scholastic records as defined in § [22.1-289](#). The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

9. Records provided to the Governor or the designated reviewers by a qualified institution, as those terms are defined in § [23.1-1239](#), related to a proposed memorandum of understanding, or proposed amendments to a memorandum of understanding, submitted pursuant to Chapter 12.1 (§ [23.1-1239](#) et seq.) of Title 23.1. A memorandum of understanding entered into pursuant to such chapter shall be subject to public disclosure after it is agreed to and signed by the Governor.

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or (iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 2.2-3705.4. (Effective pursuant to Acts 2023, cc. 756 and 778, cl. 5) Exclusions to application of chapter; educational records and certain records of educational institutions

A. The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except as provided in subsection B or where such disclosure is otherwise prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. 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 promotion, or (iii) receipt of an honor or honorary recognition.

3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, 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 information has not been publicly released, published, copyrighted or patented.

5. Information held by the University of Virginia, the University of Virginia Medical Center, Old Dominion University, or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be.

6. Personal information, as defined in § [2.2-3801](#), provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ [23.1-700](#) et seq.) of Title 23.1, including personal information related to (i) qualified beneficiaries as that term is defined in § [23.1-700](#), (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. The exclusion provided by this subdivision shall not apply to protect from disclosure (a) information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor or (b) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or the terms and conditions of such grants or contracts. For purposes of clause (a), the identity of the donor may be withheld if (1) the donor has requested anonymity in connection with or as a condition of making a pledge or donation and (2) the pledge or donation does not impose terms or conditions directing academic decision-making.

8. Information held by a threat assessment team established by a local school board pursuant to § [22.1-79.4](#) or by a public institution of higher education pursuant to § [23.1-805](#) relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § [19.2-389](#) or [19.2-389.1](#), health records obtained pursuant to § [32.1-127.1:03](#), or scholastic records as defined in § [22.1-289](#). The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

9. Records provided to the Governor or the designated reviewers by a qualified institution, as those terms are defined in § [23.1-1239](#), related to a proposed memorandum of understanding, or proposed amendments to a memorandum of understanding, submitted pursuant to Chapter 12.1 (§ [23.1-1239](#) et seq.) of Title 23.1. A memorandum of understanding entered into pursuant to such chapter shall be subject to public disclosure after it is agreed to and signed by the Governor.

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or (iii) attending an institution of higher

education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2006, c. [518](#); 2008, cc. [561](#), [665](#); 2010, cc. [456](#), [524](#); 2014, c. [313](#); 2016, cc. [554](#), [620](#), [716](#); 2017, c. [778](#); 2018, c. [756](#); 2019, cc. [638](#), [639](#); 2020, cc. [71](#), [78](#); 2023, cc. [756](#), [778](#).

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 2.2-3705.5. (Effective until January 1, 2024) Exclusions to application of chapter; health and social services records

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with [§ 2.2-3704.01](#).

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of [§ 32.1-127.1-03](#).

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

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with [§ 20-124.6](#). In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by [§ 16.1-338](#) or [54.1-2969](#), the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. 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; information required to be provided to the Department of Health Professions by certain licensees pursuant to [§ 54.1-2506.1](#); information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited by [§ 54.1-2517](#); and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 ([§ 54.1-2519](#) et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in [§§ 51.5-122](#) and [51.5-184](#) and Chapter 1 ([§ 63.2-100](#) et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 ([§ 63.2-100](#) et seq.) of Title 63.2.

4. Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Education in connection with an active investigation of an applicant or licensee pursuant to Chapter 14.1 ([§ 22.1-289.02](#) et seq.) of Title 22.1; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 ([§ 63.2-1700](#) et seq.) and 18 ([§ 63.2-1800](#) et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 ([§ 8.01-216.1](#) et seq.) of Chapter 3 of Title 8.01 and Chapter 9 ([§ 32.1-310](#) et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 ([§ 32.1-111.1](#) et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to [§ 37.2-818](#).

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to [§ 32.1-283.1](#) or by a local or regional child fatality review team to the extent that such information is made confidential by [§ 32.1-283.2](#); (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by [§ 32.1-283.3](#); (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by [§ 32.1-283.5](#) or by a local or regional adult fatality review team to the extent that such information is made confidential by [§ 32.1-283.6](#); (iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by [§ 32.1-283.7](#); (v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by [§ 32.1-283.8](#); or (vi) during a review of any death conducted by the Developmental Disabilities Mortality Review Committee to the extent that such information is made confidential by [§ 37.2-314.1](#).

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to [§ 32.1-276.9](#), to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to [§ 32.1-276.4](#).

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 ([§ 51.5-178](#) et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ [32.1-137.4](#) and [32.1-137.5](#), including books, records, files, accounts, papers, documents, and any or all computer or other recordings.
11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § [38.2-5002.2](#).
12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ [32.1-48.05](#) et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate form.
13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § [63.2-600](#).
14. Information held by certain health care committees and entities that may be withheld from discovery as privileged communications pursuant to § [8.01-581.17](#).
15. Data and information specified in § [37.2-308.01](#) relating to proceedings provided for in Article 16 (§ [16.1-335](#) et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ [37.2-800](#) et seq.) of Title 37.2.
16. Records of and information held by the Emergency Department Care Coordination Program required to be kept confidential pursuant to § [32.1-372](#).

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [65](#), [666](#), [690](#), [773](#), [1014](#), [1021](#); 2005, cc. [181](#), [227](#), [716](#); 2008, c. [539](#); 2009, cc. [472](#), [813](#), [840](#); 2011, cc. [110](#), [175](#), [535](#); 2012, cc. [476](#), [479](#), [507](#), [803](#), [835](#); 2015, cc. [22](#), [108](#), [127](#); 2016, cc. [620](#), [716](#); 2017, cc. [188](#), [475](#), [600](#), [719](#), [778](#); 2018, c. [600](#); 2019, c. [834](#); 2020, cc. [851](#), [860](#), [861](#).

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§ 2.2-3705.5. (Effective January 1, 2024) Exclusions to application of chapter; health and social services records

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § [32.1-127.1:03](#).

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

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § [20-124.6](#). In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § [16.1-338](#) or [54.1-2969](#), the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. 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; information required to be provided to the Department of Health Professions by certain licensees pursuant to § [54.1-2506.1](#); information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited by § [54.1-2517](#); and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ [54.1-2519](#) et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in §§ [51.5-122](#) and [51.5-184](#) and Chapter 1 (§ [63.2-100](#) et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 (§ [63.2-100](#) et seq.) of Title 63.2.

4. Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Education in connection with an active investigation of an applicant or licensee pursuant to Chapter 14.1 (§ [22.1-289.02](#) et seq.) of Title 22.1; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ [63.2-1700](#) et seq.) and 18 (§ [63.2-1800](#) et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ [8.01-216.1](#) et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ [32.1-310](#) et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ [32.1-111.1](#) et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § [37.2-818](#).

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to § [32.1-283.1](#) or by a local or regional child fatality review team to the extent that such information is made confidential by § [32.1-283.2](#); (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § [32.1-283.3](#); (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § [32.1-283.5](#) or by a local or regional adult fatality review team to the extent that such information is made confidential by § [32.1-283.6](#); (iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by § [32.1-283.7](#); (v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by § [32.1-283.8](#); or (vi) during a review of any death conducted by the Developmental Disabilities Mortality Review Committee to the extent that such information is made confidential by § [37.2-314.1](#).

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § [32.1-276.9](#), to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § [32.1-276.4](#).

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ [51.5-178](#) et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ [32.1-137.4](#) and [32.1-137.5](#), including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § [38.2-5002.2](#).

12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ [32.1-48.05](#) et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate form.

13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § [63.2-600](#).

14. Information held by certain health care committees and entities that may be withheld from discovery as privileged communications pursuant to § [8.01-581.17](#).

15. Data and information specified in § [37.2-308.01](#) relating to proceedings provided for in Article 16 (§ [16.1-335](#) et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ [37.2-800](#) et seq.) of Title 37.2.

16. Records of and information held by the Smartchart Network Program required to be kept confidential pursuant to § [32.1-372](#).

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § [2.1-342.01](#); 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § [2.2-3705](#); 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [65](#), [666](#), [690](#), [773](#), [1014](#), [1021](#); 2005, cc. [181](#), [227](#), [716](#); 2008, c. [539](#); 2009, cc. [472](#), [813](#), [840](#); 2011, cc. [110](#), [175](#), [535](#); 2012, cc. [476](#), [479](#), [507](#), [803](#), [835](#); 2015, cc. [22](#), [108](#), [127](#); 2016, cc. [620](#), [716](#); 2017, cc. [188](#), [475](#), [600](#), [719](#), [778](#); 2018, c. [600](#); 2019, c. [834](#); 2020, cc. [851](#), [860](#), [861](#); 2023, cc. [628](#), [629](#).

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§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § [62.1-132.4](#) or [62.1-134.1](#).

2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ [15.2-4900](#) et seq.) of Title 15.2.

3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.

4. Information that was filed as confidential under the Toxic Substances Information Act (§ [32.1-239](#) et seq.), as such Act existed prior to July 1, 1992.

5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § [28.2-204](#).

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

7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.

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

9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § [2.2-4342](#) as trade secrets or proprietary information by any person in connection with a procurement transaction or 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 § [2.2-4317](#).

11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ [33.2-1800](#) et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ [56-575.1](#) et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § [33.2-1820](#) or [56-575.17](#) notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ [33.2-1800](#) et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ [56-575.1](#) et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity; (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the information afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § [33.2-1820](#) or [56-575.17](#); (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 (§ [33.2-1800](#) et seq.) or in the Public-Private Education Facilities and Infrastructure Act of 2002 (§ [56-575.1](#) et seq.).

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity pursuant to a promise of confidentiality to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected.

13. Trade secrets or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for a franchise or (ii) franchisee under Chapter 21 (§ [15.2-2100](#) et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such information were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Information of a proprietary or confidential nature furnished by a supplier or manufacturer of charitable gaming supplies to the Department of Agriculture and Consumer Services (i) pursuant to subsection E of § [18.2-340.34](#) and (ii) pursuant to regulations promulgated by the Commissioner of Agriculture and Consumer Services related to approval of electronic and mechanical equipment.

15. Information related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § [3.2-1215](#).

16. Trade secrets submitted by CMRS providers as defined in § [56-484.12](#) to the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § [56-484.15](#), relating to the provision of wireless E-911 service.

17. Information relating to a grant or loan application, or accompanying a grant or loan application, to the Commonwealth Health Research Board pursuant to Chapter 5.3 (§ [32.1-162.23](#) et seq.) of Title 32.1 if disclosure of such information would (i) reveal proprietary business or research-related information produced or collected

by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

18. Confidential proprietary information and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § [56-265.4:4](#) and (ii) providing cable television services pursuant to Article 1.1 (§ [15.2-2108.2](#) et seq.) of Chapter 21 of Title 15.2 if disclosure of such information would be harmful to the competitive position of the locality.

In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the information for which protection is sought, and (c) state the reasons why protection is necessary. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ [15.2-7200](#) et seq.).

19. Confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ [15.2-5431.1](#) et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ [56-484.7:1](#) et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that information required to be maintained in accordance with § [15.2-2160](#) shall be released.

20. Trade secrets or financial information of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ [2.2-1603](#) et seq.). In order for such trade secrets or financial information to be excluded from the provisions of this chapter, the business shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary.

21. Information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ [32.1-276.5:1](#) and [32.1-276.7:1](#).

22. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance with law.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Information relating to a grant application, or accompanying a grant application, submitted to the Tobacco Region Revitalization Commission that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other information prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § [3.2-3103](#).

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or

b. Information provided by a private entity to the Commercial Space Flight Authority if disclosure of such information would (i) reveal (a) trade secrets of the private entity; (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

In order for the information specified in clauses (a), (b), and (c) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

25. Information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the Department of Agriculture and Consumer Services, or any political subdivision, agency, or board of the Commonwealth pursuant to §§ [10.1-104.7](#), [10.1-104.8](#), and [10.1-104.9](#), other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets provided to the Department of Environmental Quality pursuant to the provisions of § [10.1-1458](#). In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation or the Virginia Aviation Board, where if such information was made public, the financial interest of the public-use airport would be adversely affected.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

28. Information relating to a grant, loan, or investment application, or accompanying a grant, loan, or investment application, submitted to the Commonwealth of Virginia Innovation Partnership Authority (the Authority) established pursuant to Article 11 (§ [2.2-2351](#) et seq.) of Chapter 22, an advisory committee of the Authority, or any other entity designated by the Authority to review such applications, to the extent that such records would (i) reveal (a) trade secrets; (b) financial information of a party to a grant, loan, or investment application that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) research-related information produced or collected by a party to the application in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of a party to a grant, loan, or investment application; and memoranda, staff evaluations, or other information prepared by the Authority or its staff, or a reviewing entity designated by the Authority, exclusively for the evaluation of grant, loan, or investment applications, including any scoring or prioritization documents prepared for and forwarded to the Authority.

29. Proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for a solar services or carbon sequestration agreement, where disclosure of such information would (i) reveal (a) trade secrets of the private business; (b) financial information of the private business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private business and (ii) adversely affect the financial interest or bargaining position of the public body or private business.

In order for the information specified in clauses (i)(a), (b), and (c) to be excluded from the provisions of this chapter, the private business shall make a written request to the public body:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

30. Information contained in engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit if disclosure of such information would identify specific trade secrets or other information that 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.

31. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Virginia Department of Transportation in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

32. Information related to a grant application, or accompanying a grant application, submitted to the Department of Housing and Community Development that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant. The exclusion provided by this subdivision shall only

apply to grants administered by the Department, the Director of the Department, or pursuant to § [36-139](#), Article 26 (§ [2.2-2484](#) et seq.) of Chapter 24, or the Virginia Telecommunication Initiative as authorized by the appropriations act.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information, or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Department shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or confidential proprietary information of the applicant. The Department shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

33. Financial and proprietary records submitted with a loan application to a locality for the preservation or construction of affordable housing that is related to a competitive application to be submitted to either the U.S. Department of Housing and Urban Development (HUD) or the Virginia Housing Development Authority (VHDA), when the release of such records would adversely affect the bargaining or competitive position of the applicant. Such records shall not be withheld after they have been made public by HUD or VHDA.

34. Information of a proprietary or confidential nature disclosed by a health carrier or pharmacy benefits manager pursuant to § [38.2-3407.15:6](#), a wholesale distributor pursuant to § [54.1-3436.1](#), or a manufacturer pursuant to § [54.1-3442.02](#).

35. Trade secrets, proprietary information, or financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, supplied by an individual or a private or nongovernmental entity to the Fort Monroe Authority for the purpose of complying with the obligations of any lease, easement, license, permit, or other agreement, whether of a commercial or residential real estate nature, pertaining to the use or occupancy of any portion of Fort Monroe.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the individual or private or nongovernmental entity shall make a written request to the Fort Monroe Authority:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information, or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § [2.1-342.01](#); 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § [2.2-3705](#); 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [593](#), [690](#); 2005, cc. [258](#), [411](#); 2006, cc. [73](#), [76](#), [467](#), [831](#), [921](#), [936](#); 2006, Sp. Sess. I, c. [1](#); 2007, cc. [374](#), [693](#); 2008, cc. [71](#), [102](#), [266](#), [387](#), [633](#), [689](#), [736](#), [743](#); 2009, cc. [246](#), [311](#), [325](#), [765](#), [810](#), [869](#); 2010, cc. [310](#), [808](#); 2011, cc. [541](#), [781](#), [798](#), [871](#); 2012, cc. [693](#), [709](#); 2013, cc. [54](#), [482](#), [574](#); 2015, cc. [696](#), [697](#); 2016, cc. [620](#), [716](#), [724](#), [725](#), [775](#); 2017, cc. [662](#), [737](#), [778](#), [796](#), [816](#); 2018, cc. [470](#), [532](#), [533](#); 2019, cc. [358](#), [629](#); 2020, cc. [72](#), [79](#), [1164](#), [1169](#); 2021, Sp. Sess. I, cc. [298](#), [304](#), [532](#); 2022, cc. [554](#), [609](#); 2023, cc. [575](#), [576](#).

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exclusions

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. State income, business, and estate tax returns, personal property tax returns, and confidential records held pursuant to § [58.1-3](#).
2. Working papers and correspondence of the Office of the Governor, the Lieutenant Governor, or the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates or the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in the Commonwealth. However, no information that is otherwise open to inspection under this chapter shall be deemed excluded by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence. Further, information publicly available or not otherwise subject to an exclusion under this chapter or other provision of law that has been aggregated, combined, or changed in format without substantive analysis or revision shall not be deemed working papers. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § [2.2-106](#) or [2.2-107](#).

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; the Governor's chief of staff, counsel, director of policy, and Cabinet Secretaries; the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to § [2.2-104](#).

"Working papers" means those records prepared by or for a public official identified in this subdivision for his personal or deliberative use.

3. Information contained in library records that can be used to identify (i) both (a) any library patron who has borrowed or accessed material or resources from a library and (b) the material or resources such patron borrowed or accessed or (ii) any library patron under 18 years of age. For the purposes of clause (ii), access shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.
4. 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 and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.
6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § [30-110](#) or of formulating advisory opinions to members on standards of conduct, or both.
7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.
8. Personal information, as defined in § [2.2-3801](#), (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; (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; or (iv) filed with any local redevelopment and housing authority created pursuant to § [36-4](#) or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § [15.2-2304](#) or [15.2-2305](#). However, access to one's own information shall not be denied.
9. Information regarding the siting of hazardous waste facilities, except as provided in § [10.1-1441](#), if disclosure of such information 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.
10. 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 that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.
11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery 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 information 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.
12. Information held by the Virginia Retirement System, acting pursuant to § [51.1-124.30](#), or a local retirement system, acting pursuant to § [51.1-803](#), or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ [15.2-1544](#) et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § [23.1-2210](#), or by the board of visitors of The College of William and Mary in Virginia, acting pursuant to § [23.1-2803](#), or by the Virginia College Savings Plan, acting pursuant to § [23.1-704](#), relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared for the board of visitors of The College of William and Mary in Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, the board of visitors of The College of William and Mary in Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested, or the present value of such investment.
13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ [51.5-53](#) et seq.) of Title 51.5.
14. Information held by the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts, or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's 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 Authority alone or in conjunction with a governmental body or a private concern, when such information has not been publicly released, published, copyrighted, or patented. This exclusion shall also apply when such information is in the possession of Virginia Commonwealth University.
15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.
16. Information related to the operation of toll facilities that identifies an individual, vehicle, or travel itinerary, including vehicle identification data or vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.
17. Information held by the Virginia Lottery pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed. If the value of the prize won by the winner exceeds \$10 million, the information described in clause (ii) shall not be disclosed unless the winner consents in writing to such disclosure.

18. Information held by the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

19. Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Virginia Disposition of Unclaimed Property Act (§ [55.1-2500](#) et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

20. Information held by the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body that reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

21. Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

22. Information submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management that reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

23. Information held by the Judicial Inquiry and Review Commission made confidential by § [17.1-913](#).

24. Information held by the Virginia Retirement System acting pursuant to § [51.1-124.30](#), a local retirement system acting pursuant to § [51.1-803](#) (hereinafter collectively referred to as the retirement system), or the Virginia College Savings Plan, acting pursuant to § [23.1-704](#) relating to:

a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, if disclosure of such information would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and

b. Trade secrets provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to prevent the disclosure of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

25. Information held by the Department of Corrections made confidential by former § [53.1-233](#).

26. Information maintained by the Department of the Treasury or participants in the Local Government Investment Pool (§ [2.2-4600](#) et seq.) and required to be provided by such participants to the Department to establish accounts in accordance with § [2.2-4602](#).

27. Personal information, as defined in § [2.2-3801](#), contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the information.

28. Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § [2.2-2716](#) that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license or other document issued under Chapter 3 (§ [46.2-300](#) et seq.) of Title 46.2 or the comparable law of another jurisdiction, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

29. Information prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such information is not otherwise available to the public and the disclosure of such information would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities or materials created for the investigation and prosecution of a criminal case.

30. Information provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft where the information would not be subject to disclosure by the entity providing the information. The entity providing the information to the Department of Aviation shall identify the specific information to be protected and the applicable provision of this chapter that excludes the information from mandatory disclosure.

31. Information created or maintained by or on the behalf of the judicial performance evaluation program related to an evaluation of any individual justice or judge made confidential by § [17.1-100](#).

32. Information reflecting the substance of meetings in which (i) individual sexual assault cases are discussed by any sexual assault response team established pursuant to § [15.2-1627.4](#), (ii) individual child abuse or neglect cases or sex offenses involving a child are discussed by multidisciplinary child sexual abuse response teams established pursuant to § [15.2-1627.5](#), or (iii) individual cases of abuse, neglect, or exploitation of adults as defined in § [63.2-1603](#) are discussed by multidisciplinary teams established pursuant to §§ [15.2-1627.5](#) and [63.2-1605](#). The findings of any such team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals.

33. Information contained in the strategic plan, marketing plan, or operational plan prepared by the Virginia Economic Development Partnership Authority pursuant to § [2.2-2237.1](#) regarding target companies, specific allocation of resources and staff for marketing activities, and specific marketing activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed by the Commonwealth, thereby adversely affecting the financial interest of the Commonwealth. The executive summaries of the strategic plan, marketing plan, and operational plan shall not be redacted or withheld pursuant to this subdivision.

34. Information discussed in a closed session of the Physical Therapy Compact Commission or the Executive Board or other committees of the Commission for purposes set forth in subsection E of § 54.1-3491.

35. Information held by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, relating to (i) internal deliberations of or decisions by the Authority on the pursuit of particular investment strategies prior to the execution of such investment strategies and (ii) trade secrets, as defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.), provided by a private entity to the Authority, if such disclosure of records pursuant to clause (i) or (ii) would have an adverse impact on the financial interest of the Authority or a private entity.

36. Personal information provided to or obtained by the Virginia Lottery in connection with the voluntary exclusion program administered pursuant to § [58.1-4015.1](#).

37. Personal information provided to or obtained by the Virginia Lottery concerning the identity of any person reporting prohibited conduct pursuant to § [58.1-4043](#).

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [426](#), [690](#), [832](#); 2005, cc. [165](#), [508](#); 2007, cc. [406](#), [652](#), [660](#), [737](#), [739](#); 2008, cc. [16](#), [739](#); 2009, cc. [223](#), [827](#), [845](#); 2010, c. [300](#); 2011, cc. [827](#), [867](#); 2012, c. [726](#); 2013, cc. [199](#), [481](#), [554](#), [574](#); 2014, cc. [225](#), [808](#); 2015, cc. [38](#), [137](#), [549](#), [730](#); 2016, cc. [550](#), [620](#), [716](#), [729](#); 2017, cc. [587](#), [642](#), [778](#), [804](#), [824](#); 2018, cc. [58](#), [141](#); 2019, cc. [163](#), [170](#), [247](#), [300](#), [358](#), [729](#), [775](#); 2020, cc. [70](#), [587](#), [1164](#), [1169](#), [1218](#), [1227](#), [1246](#), [1256](#); 2021, Sp. Sess. I, cc. [344](#), [345](#).

§ 2.2-3705.8. Limitation on record exclusions

Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has scheduled any action on a matter that is the subject of the consultant's report.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2017, c. [778](#).

§ 2.2-3706. Disclosure of law-enforcement and criminal records; limitations

A. Records required to be released. All public bodies engaged in criminal law-enforcement activities shall provide the following records when requested in accordance with the provisions of this chapter:

1. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;
2. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and
3. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § [64.2-200](#).

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

1. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence, relating to a criminal investigation or prosecution not required to be disclosed in accordance with § [2.2-3706.1](#);
2. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ [2.2-307](#) et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ [23.1-809](#) et seq.) of Chapter 8 of Title 23.1;
3. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;
4. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;
5. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;
6. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ [19.2-152.2](#) et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ [9.1-173](#) et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ [53.1-141](#) et seq.) of Chapter 4 of Title 53.1;

7. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

8. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;

9. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;

10. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § [19.2-11.2](#); and

11. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ [9.1-900](#) et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § [9.1-913](#).

C. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

D. Noncriminal records. Public bodies (i) engaged in emergency medical services, (ii) engaged in fire protection services, (iii) engaged in criminal law-enforcement activities, or (iv) engaged in processing calls for service or other communications to an emergency 911 system or any other equivalent reporting system may withhold those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a public body engaged in emergency medical services or fire protection services, a law-enforcement agency, or an emergency 911 system or any other equivalent reporting system shall be governed by the provisions of subdivision B 9 and subdivision 1 of § [2.2-3705.1](#), as applicable.

E. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

F. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

1999, cc. [703](#), [726](#), § 2.1-342.2; 2000, c. [227](#); 2001, c. [844](#); 2002, cc. [393](#), [715](#), [769](#), [830](#); 2004, cc. [685](#), [735](#); 2006, cc. [857](#), [914](#); 2007, c. [133](#); 2010, c. [627](#); 2011, cc. [798](#), [871](#); 2013, c. [695](#); 2016, cc. [184](#), [546](#); 2017, c. [828](#); 2018, c. [48](#); 2021, Sp. Sess. I, c. [483](#); 2023, c. [420](#).

§ 2.2-3706.1. Disclosure of law-enforcement records; criminal incident information and certain criminal investigative files; limitations

A. For purposes of this section:

"Criminal investigative files" means any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence, relating to a criminal investigation or prosecution, other than criminal incident information subject to disclosure in accordance with subsection B.

"Family representative" means the decedent's personal representative or, if no personal representative as set forth in § [64.2-100](#) has qualified, the decedent's next of kin in order of intestate succession as set forth in § [64.2-200](#).

"Immediate family members" means the decedent's family representative, spouse, child, sibling, parent, grandparent, or grandchild. "Immediate family members" include a stepparent, stepchild, stepsibling, and adoptive relationships.

"Ongoing" refers to a case in which the prosecution has not been finally adjudicated, the investigation continues to gather evidence for a possible future criminal case, and such case would be jeopardized by the premature release of evidence.

B. All public bodies engaged in criminal law-enforcement activities shall provide records and information when requested in accordance with the provisions of this chapter regarding criminal incident information relating to felony offenses contained in any report, notes, electronic communication, or other document, including filings through an incident-based reporting system, which shall include:

1. A general description of the criminal activity reported;
2. The date and time the alleged crime was committed;
3. The general location where the alleged crime was committed;
4. The identity of the investigating officer or other point of contact; and
5. A description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of this subsection.

C. Criminal investigative files relating to an ongoing criminal investigation or proceeding are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except as provided in subsection E or where such disclosure is prohibited by law.

D. Criminal investigative files relating to a criminal investigation or proceeding that is not ongoing are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except as provided in subsection E; however, such records shall be disclosed, by request, to (i) the victim; (ii) the victim's immediate family members, if the victim is deceased and the immediate family member to which the records are to be disclosed is not a person of interest or a suspect in the criminal investigation or proceeding; (iii) the parent or guardian of the victim, if the victim is a minor and the parent or guardian is not a person of interest or a suspect in the criminal investigation or proceeding; (iv) an attorney representing a petitioner in a petition for a writ of habeas corpus or writ of actual innocence pursuant to Chapter 19.2 (§ [19.2-327.2](#) et seq.) of Title 19.2 or any other federal or state post-conviction proceeding or pardon; and (v) for the

sole purpose of inspection at the location where such records are maintained by the public body that is the custodian of the records, (a) an attorney or his agent when such attorney is considering representing a petitioner in a post-conviction proceeding or pardon, (b) an attorney who provides a sworn declaration that the attorney has been retained by an individual for purposes of pursuing a civil or criminal action and has a good faith basis to believe that the records being requested are material to such action, or (c) a person who is proceeding pro se in a petition for a writ of habeas corpus or writ of actual innocence pursuant to Chapter 19.2 (§ [19.2-327.2](#) et seq.) of Title 19.2 or any other federal or state post-conviction proceeding or pardon, who provides a sworn affidavit that the records being requested are material to such action. An attorney or his agent who is in receipt of criminal investigative files or has inspected criminal investigative files pursuant to clause (iv) or (v) shall not release such criminal investigative files or any information contained therein except as necessary to provide adequate legal advice or representation to a person whom the attorney either represents or is considering representing in a post-conviction proceeding or pardon or represents in a civil or criminal action.

An attorney who is in receipt of criminal investigative files pursuant to clause (iv) shall return the criminal investigative files to the public body that is the custodian of such records within 90 days of a final determination of any writ of habeas corpus, writ of actual innocence, or other federal or state post-conviction proceeding or pardon or, if no petition for such writ or post-conviction proceeding or pardon was filed, within six months of the attorney's receipt of the records.

No disclosure for the purpose of inspection pursuant to clause (v) (c) of this subsection shall be made unless an appropriate circuit court has reviewed the affidavit provided and determined the records requested are material to the action being pursued. The court shall order the person not to disclose or otherwise release any information contained in a criminal investigative file except as necessary for the pending action and may include other conditions as appropriate.

E. The provisions of subsections C and D shall not apply if the release of such information:

1. Would interfere with a particular ongoing criminal investigation or proceeding in a particularly identifiable manner;
2. Would deprive a person of a right to a fair trial or an impartial adjudication;
3. Would constitute an unwarranted invasion of personal privacy;
4. Would disclose (i) the identity of a confidential source or (ii) in the case of a record compiled by a law-enforcement agency in the course of a criminal investigation, information furnished only by a confidential source;
5. Would disclose law-enforcement investigative techniques and procedures, if such disclosure could reasonably be expected to risk circumvention of the law; or
6. Would endanger the life or physical safety of any individual.

Nothing in this subsection shall be construed to authorize the withholding of those portions of such information that are unlikely to cause any effect listed herein.

F. Notwithstanding the provisions of subsection C or D, no criminal investigative file or portion thereof, except disclosure of records under clause (iv) of subsection D or clause (v) (a) of subsection D, shall be disclosed to any requester pursuant to this section, unless the public body has made reasonable efforts to notify (i) the victim; (ii) the victim's immediate family members, if the victim is deceased and the immediate family member to be notified is not a person of interest or a suspect in the criminal investigation or proceeding; or (iii) the victim's parent or guardian, if the victim is a minor and the parent or guardian to be notified is not a person of interest or a suspect in the criminal investigation or proceeding.

Upon receipt of notice that a public body has received a request for criminal investigative files pursuant to this section, an individual listed in clause (i), (ii), or (iii) shall have 14 days to file in an appropriate court a petition for an injunction to prevent the disclosure of the records as set forth in § [8.01-622.2](#). The public body shall not respond to the request until at least 14 days has passed from the time notice was received by an individual listed in clause (i), (ii), or (iii). The period within which the public body shall respond to the underlying request pursuant to § [2.2-3704](#) shall be tolled pending the notification process and any subsequent disposition by the court.

G. No photographic, audio, video, or other record depicting a victim or allowing for a victim to be readily identified shall be released pursuant to subsection C or D to anyone except (i) the victim; (ii) the victim's family representative, if the victim is deceased and the family representative to which the records are to be disclosed is not a person of interest or a suspect in the criminal investigation or proceeding; or (iii) the victim's parent or guardian, if the victim is a minor and the parent or guardian is not a person of interest or a suspect in the criminal investigation or proceeding.

H. Nothing in this section shall prohibit the disclosure of current anonymized, aggregate location and demographic data collected pursuant to § [52-30.2](#) or similar data documenting law-enforcement officer encounters with members of the public.

I. In the event of a conflict between this section as it relates to requests made under this section and other provisions of law, the other provisions of law, including court sealing orders, that restrict disclosure of criminal investigative files shall control.

2021, Sp. Sess. I, c. [483](#); 2022, c. [386](#).

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes

A. All meetings of public bodies shall be open, except as provided in §§ [2.2-3707.01](#) and [2.2-3711](#).

B. All state public bodies subject to the provisions of this chapter:

1. May allow public access to their meetings through electronic communication means, including telephone or videoconferencing, if already used by the state public body;
2. May provide the public with the opportunity to comment through the use of such electronic communication means at such meetings at the point when public comment is customarily received; and
3. Shall otherwise comply with the provisions of this chapter.

No cause of action shall arise against a state public body for accidental or involuntary loss of audio or video signal or inability of the public to comment through the electronic communications means described in this subsection.

C. No meeting shall be conducted through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in §§ [2.2-3708.2](#) and [2.2-3708.3](#) or as may be specifically provided in Title 54.1 for the summary suspension of

professional licenses.

D. Every public body shall give notice of the date, time, location, and remote location, if required, of its meetings by:

1. Posting such notice on its official public government website, if any;
2. Placing such notice in a prominent public location at which notices are regularly posted; and
3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.

All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.

The notice shall be posted at least three working days prior to the meeting.

E. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

F. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

G. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The proposed agendas for meetings of state public bodies where at least one member has been appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

H. Any person may photograph, film, record, or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

I. Minutes shall be taken at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities, and towns, except where the membership of any such commission, committee, or subcommittee includes a majority of the governing body of the county, city, or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § [2.2-3708.2](#) or [2.2-3708.3](#), minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. [562](#); 1999, cc. [696](#), [703](#), [726](#); 2000, c. [227](#); 2001, c. [844](#); 2004, cc. [730](#), [768](#); 2005, c. [352](#); 2007, c. [300](#); 2009, c. [628](#); 2010, c. [309](#); 2015, c. [131](#); 2017, c. [616](#); 2018, c. [55](#); 2022, c. [597](#); 2023, c. [536](#).

§ 2.2-3707.01. Meetings of the General Assembly

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, § 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § [2.2-3708.2](#) or [2.2-3708.3](#).

2004, c. [768](#); 2005, c. [352](#); 2018, c. [55](#); 2022, c. [597](#).

§ 2.2-3707.1. Posting of minutes for state boards and commissions

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's official public government website and on a central electronic calendar maintained by the Commonwealth. Draft minutes of meetings shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

2002, cc. [580](#), [618](#); 2006, cc. [474](#), [595](#); 2007, c. [300](#); 2017, c. [616](#).

§ 2.2-3707.2. Posting of minutes for local public bodies

Except as provided in subsection I of § [2.2-3707](#), any local public body subject to the provisions of this chapter shall post minutes of its meetings on its official public government website, if any, within seven working days of final approval of the minutes.

If a local public body does not own or maintain an official public government website, such public body shall make copies of all meeting minutes available no later than seven working days after final approval of the minutes (i) at a prominent public location in which meeting notices are regularly posted pursuant to subdivision D 2 of § [2.2-3707](#); (ii) at the office of the clerk of the public body; or (iii) in the case of a public body that has no clerk, at the office of the chief administrator.

2022, c. [396](#); 2023, c. [536](#).

§§ 2.2-3708 and 2.2-3708.1. Repealed

Repealed by Acts 2018, c. [55](#), cl. 2.

§ 2.2-3708.1. Repealed

Repealed by Acts 2018, c. [55](#), cl. 2, effective July 1, 2018.

§ 2.2-3708.2. Meetings held through electronic communication means during declared states of emergency

Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § [44-146.17](#) or the locality in which the public body is located has declared a local state of emergency pursuant to § [44-146.21](#), provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this section shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
4. Otherwise comply with the provisions of this chapter.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § [44-146.17](#) or [44-146.21](#).

2018, cc. [55](#), [56](#); 2019, c. [359](#); 2021, Sp. Sess. I, cc. [33](#), [490](#); 2022, c. [597](#).

§ 2.2-3708.3. Meetings held through electronic communication means; situations other than declared states of emergency

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § [2.2-3707](#);
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § [2.2-3712](#);
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § [2.2-3707](#) and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first adopt a policy, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which an all-virtual public meeting and remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. [597](#).

§ 2.2-3709. Expired

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. [703](#), [726](#); 2000, c. [932](#); 2001, cc. [710](#), [844](#); 2002, c. [491](#).

§ 2.2-3711. (Effective until date pursuant to Acts 2023, cc. 756 and 778, cl. 5) Closed meetings authorized for certain limited purposes

A. Public bodies may hold closed meetings 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 public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth 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 a 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 acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
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 the 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.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.
10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.
11. Discussion or consideration of honorary degrees or special awards.
12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § [2.2-3705.1](#).
13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.
14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.
16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § [2.2-3705.5](#).
17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § [58.1-4007](#) regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § [2.2-3705.3](#) and subdivision 11 of § [2.2-3705.7](#).
18. Those portions of meetings in which the State Board of Local and Regional Jails discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.
19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § [2.2-3705.2](#), where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § [51.1-124.30](#), or of any local retirement system, acting pursuant to § [51.1-803](#), or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ [15.2-1544](#) et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § [23.1-2210](#), or by the Board of the Virginia College Savings Plan, acting pursuant to § [23.1-706](#), regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of

trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. 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](#), those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § [32.1-283.2](#), those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § [32.1-283.3](#), those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § [32.1-283.5](#), those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § [32.1-283.6](#), those portions of meetings in which individual death cases are discussed by overdose fatality review teams established pursuant to § [32.1-283.7](#), those portions of meetings in which individual maternal death cases are discussed by the Maternal Mortality Review Team pursuant to § [32.1-283.8](#), and those portions of meetings in which individual death cases of persons with developmental disabilities are discussed by the Developmental Disabilities Mortality Review Committee established pursuant to § [37.2-314.1](#).

22. Those portions of meetings of the board of visitors of the University of Virginia or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ [54.1-2515](#) et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § [2.2-3801](#), which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ [23.1-700](#) et seq.) of Title 23.1 is discussed.

26. Discussion or consideration, by the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § [56-484.15](#), of trade secrets submitted by CMRS providers, as defined in § [56-484.12](#), related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § [2.2-4019](#) or [2.2-4020](#) during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § [2.2-3705.6](#) by a responsible public entity or an affected locality or public entity, as those terms are defined in § [33.2-1800](#), or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § [2.2-3705.6](#) by the Commonwealth Health Research Board.

31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § [2.2-3705.2](#) relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2.

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § [2.2-3705.6](#). However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ [15.2-7200](#) et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ [15.2-5431.1](#) et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § [2.2-3705.6](#).

34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § [24.2-410.2](#) or [24.2-625.1](#).

35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ [9.1-1109](#) et seq.) of Chapter 11 of Title 9.1 of criminal investigative files.

36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision A 3 of § [2.2-3705.4](#), and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § [2.2-3705.6](#) related to certain proprietary information gathered by or for the Virginia Port Authority.
38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § [51.1-124.30](#), by the Investment Advisory Committee appointed pursuant to § [51.1-124.26](#), by any local retirement system, acting pursuant to § [51.1-803](#), by the Board of the Virginia College Savings Plan acting pursuant to § [23.1-706](#), or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § [23.1-702](#) of information subject to the exclusion in subdivision 24 of § [2.2-3705.7](#).
39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § [2.2-3705.6](#) related to economic development.
40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § [2.2-3705.3](#).
41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § [2.2-3705.2](#).
42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § [2.2-3705.7](#) related to personally identifiable information of donors.
43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § [2.2-3705.6](#) related to certain information contained in grant applications.
44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § [2.2-3705.6](#) related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.
45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § [2.2-3705.6](#) or (ii) subsection E of § [10.1-104.7](#). This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.
46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § [2.2-3705.3](#) related to investigations of applicants for licenses and permits and of licensees and permittees.
47. Discussion or consideration of grant, loan, or investment application records subject to the exclusion in subdivision 28 of § [2.2-3705.6](#) for a grant, loan, or investment pursuant to Article 11 (§ [2.2-2351](#) et seq.) of Chapter 22.
48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ [2.2-2484](#) et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.
49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § [15.2-1627.4](#), (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § [15.2-1627.5](#), or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § [63.2-1603](#) pursuant to §§ [15.2-1627.5](#) and [63.2-1605](#).
50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § [2.2-3705.7](#).
51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § [2.2-2237.3](#) to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § [60.2-114](#) and the Department of Workforce Development and Advancement pursuant to subsection B of § [2.2-2040](#).
52. Discussion or consideration by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, of information subject to the exclusion in subdivision 35 of § [2.2-3705.7](#).
53. Deliberations of the Virginia Lottery Board conducted pursuant to § [58.1-4105](#) regarding the denial or revocation of a license of a casino gaming operator, or the refusal to issue, suspension of, or revocation of any license or permit related to casino gaming, and discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § [2.2-3705.3](#).
54. Deliberations of the Virginia Lottery Board in an appeal conducted pursuant to § [58.1-4007](#) regarding the denial of, revocation of, suspension of, or refusal to renew any license or permit related to sports betting and any discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § [2.2-3705.3](#).
- B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a 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 that shall have its substance reasonably identified in the open meeting.
- 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 procedures for holding closed meetings as are applicable to any other public body.
- E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ [54.1-2515](#) et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ [15.2-4900](#) 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 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. [855](#), [862](#), [902](#), [905](#), [1046](#); 1997, cc. [439](#), [641](#), [785](#), [861](#); 1999, cc. [485](#), [518](#), [703](#), [726](#), [849](#), [867](#), [868](#); 2000, cc. [382](#), [400](#), [720](#), [1064](#); 2001, cc. [231](#), [844](#); 2002, cc. [87](#), [393](#), [455](#), [478](#), [499](#), [655](#), [715](#), [830](#); 2003, cc. [274](#), [291](#), [332](#), [618](#), [703](#); 2004, cc. [398](#), [690](#), [770](#); 2005, cc. [258](#), [411](#), [568](#); 2006, cc. [430](#), [499](#), [518](#), [560](#); 2007, cc. [133](#), [374](#), [566](#), [739](#); 2008, cc. [626](#), [633](#), [668](#), [721](#), [743](#); 2009, cc. [223](#), [325](#), [472](#), [765](#), [810](#), [827](#), [845](#); 2010, cc. [310](#), [630](#), [808](#); 2011, cc. [89](#), [111](#), [147](#), [536](#), [541](#), [816](#), [874](#); 2012, cc. [476](#), [507](#), [803](#), [835](#); 2013, cc. [571](#), [580](#), [695](#); 2014, c. [225](#); 2015, cc. [27](#), [38](#), [108](#), [169](#), [182](#), [549](#), [730](#); 2016, cc. [544](#), [620](#), [716](#), [724](#), [725](#), [775](#), [778](#), [779](#); 2017, cc. [587](#), [616](#), [778](#), [796](#), [804](#), [816](#), [824](#); 2018, cc. [48](#), [532](#), [533](#), [600](#), [829](#); 2019, cc. [4](#), [170](#), [358](#), [426](#), [500](#), [729](#), [775](#), [834](#); 2020, cc. [759](#), [851](#), [1164](#), [1169](#), [1197](#), [1218](#), [1248](#), [1256](#); 2021, Sp. Sess. I, cc. [7](#), [483](#); 2023, cc. [624](#), [625](#).

This section has more than one version with varying effective dates. Scroll down to see all versions.

§ 2.2-3711. (Effective pursuant to Acts 2023, cc. 756 and 778, cl. 5) Closed meetings authorized for certain limited purposes

A. Public bodies may hold closed meetings 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 public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided that the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.
2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth 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 a 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 acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
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 the 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.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.
10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.
11. Discussion or consideration of honorary degrees or special awards.
12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § [2.2-3705.1](#).
13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided that the member may request in writing that the committee meeting not be conducted in a closed meeting.
14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.
16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § [2.2-3705.5](#).
17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § [58.1-4007](#) regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § [2.2-3705.3](#) and subdivision 11 of § [2.2-3705.7](#).
18. Those portions of meetings in which the State Board of Local and Regional Jails discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.
19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § [2.2-3705.2](#), where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § [51.1-124.30](#), or of any local retirement system, acting pursuant to § [51.1-803](#), or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ [15.2-1544](#) et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § [23.1-2210](#), or by the Board of the Virginia College Savings Plan, acting pursuant to § [23.1-706](#), regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.
21. 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](#), those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § [32.1-283.2](#), those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § [32.1-283.3](#), those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § [32.1-283.5](#), those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § [32.1-283.6](#), those portions of meetings in which individual death cases are discussed by overdose fatality review teams established pursuant to § [32.1-283.7](#), those portions of meetings in which individual maternal death cases are discussed by the Maternal Mortality Review Team pursuant to § [32.1-283.8](#), and those portions of meetings in which individual death cases of persons with developmental disabilities are discussed by the Developmental Disabilities Mortality Review Committee established pursuant to § [37.2-314.1](#).
22. Those portions of meetings of the board of visitors of the University of Virginia or Old Dominion University, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the University of Virginia Medical Center or the Eastern Virginia Health Sciences Center at Old Dominion University, as the case may be.
23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.
24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ [54.1-2515](#) et seq.) of Title 54.1.
25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § [2.2-3801](#), which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ [23.1-700](#) et seq.) of Title 23.1 is discussed.
26. Discussion or consideration, by the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § [56-484.15](#), of trade secrets submitted by CMRS providers, as defined in § [56-484.12](#), related to the provision of wireless E-911 service.
27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § [2.2-4019](#) or [2.2-4020](#) during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.
28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § [2.2-3705.6](#) by a responsible public entity or an affected locality or public entity, as those terms are defined in § [33.2-1800](#), or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.
30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § [2.2-3705.6](#) by the Commonwealth Health Research Board.
31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § [2.2-3705.2](#) relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2.
32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § [2.2-3705.6](#). However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ [15.2-7200](#) et seq.).
33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ [15.2-5431.1](#) et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § [2.2-3705.6](#).
34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § [24.2-410.2](#) or [24.2-625.1](#).
35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ [9.1-1109](#) et seq.) of Chapter 11 of Title 9.1 of criminal investigative files.
36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision A 3 of § [2.2-3705.4](#), and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.
37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § [2.2-3705.6](#) related to certain proprietary information gathered by or for the Virginia Port Authority.
38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § [51.1-124.30](#), by the Investment Advisory Committee appointed pursuant to § [51.1-124.26](#), by any local retirement system, acting pursuant to § [51.1-803](#), by the Board of the Virginia College Savings Plan acting pursuant to § [23.1-706](#), or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § [23.1-702](#) of information subject to the exclusion in subdivision 24 of § [2.2-3705.7](#).
39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § [2.2-3705.6](#) related to economic development.
40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § [2.2-3705.3](#).
41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § [2.2-3705.2](#).
42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § [2.2-3705.7](#) related to personally identifiable information of donors.
43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § [2.2-3705.6](#) related to certain information contained in grant applications.
44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § [2.2-3705.6](#) related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.
45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § [2.2-3705.6](#) or (ii) subsection E of § [10.1-104.7](#). This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.
46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § [2.2-3705.3](#) related to investigations of applicants for licenses and permits and of licensees and permittees.
47. Discussion or consideration of grant, loan, or investment application records subject to the exclusion in subdivision 28 of § [2.2-3705.6](#) for a grant, loan, or investment pursuant to Article 11 (§ [2.2-2351](#) et seq.) of Chapter 22.
48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ [2.2-2484](#) et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.
49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § [15.2-1627.4](#), (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § [15.2-1627.5](#), or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § [63.2-1603](#) pursuant to §§ [15.2-1627.5](#) and [63.2-1605](#).
50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § [2.2-3705.7](#).
51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § [2.2-2237.3](#) to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § [60.2-114](#) and the Department

of Workforce Development and Advancement pursuant to subsection B of § [2.2-2040](#).

52. Discussion or consideration by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, of information subject to the exclusion in subdivision 35 of § [2.2-3705.7](#).

53. Deliberations of the Virginia Lottery Board conducted pursuant to § [58.1-4105](#) regarding the denial or revocation of a license of a casino gaming operator, or the refusal to issue, suspension of, or revocation of any license or permit related to casino gaming, and discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § [2.2-3705.3](#).

54. Deliberations of the Virginia Lottery Board in an appeal conducted pursuant to § [58.1-4007](#) regarding the denial of, revocation of, suspension of, or refusal to renew any license or permit related to sports betting and any discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § [2.2-3705.3](#).

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a 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 that shall have its substance reasonably identified in the open meeting.

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 procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ [54.1-2515](#) et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ [15.2-4900](#) 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 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. [499](#); 1996, cc. [855](#), [862](#), [902](#), [905](#), [1046](#); 1997, cc. [439](#), [641](#), [785](#), [861](#); 1999, cc. [485](#), [518](#), [703](#), [726](#), [849](#), [867](#), [868](#); 2000, cc. [382](#), [400](#), [720](#), [1064](#); 2001, cc. [231](#), [844](#); 2002, cc. [87](#), [393](#), [455](#), [478](#), [499](#), [655](#), [715](#), [830](#); 2003, cc. [274](#), [291](#), [332](#), [618](#), [703](#); 2004, cc. [398](#), [690](#), [770](#); 2005, cc. [258](#), [411](#), [568](#); 2006, cc. [430](#), [499](#), [518](#), [560](#); 2007, cc. [133](#), [374](#), [566](#), [739](#); 2008, cc. [626](#), [633](#), [668](#), [721](#), [743](#); 2009, cc. [223](#), [325](#), [472](#), [765](#), [810](#), [827](#), [845](#); 2010, cc. [310](#), [630](#), [808](#); 2011, cc. [89](#), [111](#), [147](#), [536](#), [541](#), [816](#), [874](#); 2012, cc. [476](#), [507](#), [803](#), [835](#); 2013, cc. [571](#), [580](#), [695](#); 2014, c. [225](#); 2015, cc. [27](#), [38](#), [108](#), [169](#), [182](#), [549](#), [730](#); 2016, cc. [544](#), [620](#), [716](#), [724](#), [725](#), [775](#), [778](#), [779](#); 2017, cc. [587](#), [616](#), [778](#), [796](#), [804](#), [816](#), [824](#); 2018, cc. [48](#), [532](#), [533](#), [600](#), [829](#); 2019, cc. [4](#), [170](#), [358](#), [426](#), [500](#), [729](#), [775](#), [834](#); 2020, cc. [759](#), [851](#), [1164](#), [1169](#), [1197](#), [1218](#), [1248](#), [1256](#); 2021, Sp. Sess. I, cc. [7](#), [483](#); 2023, cc. [624](#), [625](#), [756](#), [778](#).

§ 2.2-3712. Closed meetings procedures; certification of proceedings

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § [2.2-3711](#) or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § [2.2-3711](#) or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § [2.2-3707](#), the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § [2.2-3707](#).

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

§ 2.2-3713. Proceedings for enforcement of chapter

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § [8.01-644](#), the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. However, if the petition or the affidavit supporting the petition for mandamus or injunction alleges violations of the open meetings requirements of this chapter, the three-day notice to the party against whom the petition is brought shall not be required. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exclusion by a preponderance of the evidence. No court shall be required to accord any weight to the determination of a public body as to whether an exclusion applies. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § [2.2-3707](#) shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

1968, c. 479, § 2.1-346; 1976, c. 709; 1978, c. 826; 1989, c. 358; 1990, c. 217; 1996, c. [578](#); 1999, cc. [703, 726](#); 2001, c. [844](#); 2007, c. [560](#); 2009, c. [634](#); 2010, c. [299](#); 2011, cc. [133, 783](#); 2016, cc. [620, 716](#); 2019, c. [531](#).

§ 2.2-3714. Violations and penalties

A. In a proceeding commenced against any officer, employee, or member of a public body under § [2.2-3713](#) for a violation of § [2.2-3704](#), [2.2-3705.1](#) through [2.2-3705.7](#), [2.2-3706](#), [2.2-3706.1](#), [2.2-3707](#), [2.2-3708.2](#), [2.2-3708.3](#), [2.2-3710](#), [2.2-3711](#), or [2.2-3712](#), the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

B. In addition to any penalties imposed pursuant to subsection A, if the court finds that any officer, employee, or member of a public body failed to provide public records to a requester in accordance with the provisions of this chapter because such officer, employee, or member altered or destroyed the requested public records with the intent to avoid the provisions of this chapter with respect to such request prior to the expiration of the applicable record retention period set by the retention regulations promulgated pursuant to the Virginia Public Records Act (§ [42.1-76](#) et seq.) by the State Library Board, the court may impose upon such officer, employee, or member in his individual capacity, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$100 per record altered or destroyed, which amount shall be paid into the Literary Fund.

C. In addition to any penalties imposed pursuant to subsections A and B, if the court finds that a public body voted to certify a closed meeting in accordance with subsection D of § [2.2-3712](#) and such certification was not in accordance with the requirements of clause (i) or (ii) of subsection D of § [2.2-3712](#), the court may impose on the public body, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$1,000, which amount shall be paid into the Literary Fund. In determining whether a civil penalty is appropriate, the court shall consider mitigating factors, including reliance of members of the public body on (i) opinions of the Attorney General, (ii) court cases substantially supporting the rationale of the public body, and (iii) published opinions of the Virginia Freedom of Information Advisory Council.

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. [578](#); 1999, cc. [703, 726](#); 2001, c. [844](#); 2003, c. [319](#); 2004, c. [690](#); 2008, cc. [233, 789](#); 2011, c. [327](#); 2017, c. [778](#); 2018, c. [55](#); 2019, c. [843](#); 2021, Sp. Sess. I, c. [483](#); 2022, c. [597](#).

§ 2.2-3715. Effect of advisory opinions from the Freedom of Information Advisory Council on liability for willful and knowing violations

Any officer, employee, or member of a public body who is alleged to have committed a willful and knowing violation pursuant to § [2.2-3714](#) shall have the right to introduce at any proceeding a copy of a relevant advisory opinion issued pursuant to § [30-179](#) as evidence that he did not willfully and knowingly commit the violation if the alleged violation resulted from his good faith reliance on the advisory opinion.

2019, c. [354](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia
Title 42.1. Libraries

Chapter 7. Virginia Public Records Act

§ 42.1-76. Legislative intent; title of chapter

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

§ 42.1-76.1. Notice of Chapter

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

§ 42.1-77. Definitions

As used in this chapter, unless the context requires a different meaning:

"Agency" means all boards, commissions, departments, divisions, institutions, and authorities, and parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents, or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency, or employee of an agency. Regardless of physical form or characteristic, the recorded information is a "public record" if it is produced, collected, received, or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a "public record."

For purposes of this chapter, "public record" does not include (i) nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, or stocks of publications or (ii) records that are not related to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of the transaction of public business.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical," and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.
4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. [390](#), [955](#); 1998, cc. [427](#), [470](#); 2005, c. [787](#); 2006, c. [60](#); 2022, c. [355](#).

§ 42.1-78. Confidentiality safeguarded

Any records made confidential by law shall be so treated. Records that by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia that are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court; however, upon a petition filed with the clerk, a judge may enter an order releasing any record sealed prior to January 1, 1901. Medical and educational records made confidential by law shall remain so after being deposited in the archives. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. [64](#); 2006, c. [60](#); 2020, c. [773](#); 2023, cc. [126](#), [127](#).

§ 42.1-79. Records management function vested in The Library of Virginia

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-79.1. Repealed

Repealed by Acts 2005, c. [787](#), cl. 2.

§§ 42.1-80, 42.1-81. Repealed

Repealed by Acts 2003, c. [177](#).

§ 42.1-82. Duties and powers of Library Board

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. [64](#), [955](#); 2003, cc. [914](#), [918](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-83. Repealed

Repealed by Acts 2006, c. [60](#), cl. 2.

§ 42.1-84. Repealed

Repealed by Acts 2005, c. [787](#), cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of

Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2006, c. [60](#).

§ 42.1-86. Essential public records; security recovery copies; disaster plans

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in [§ 44-146.16](#). This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-86.01. Records may be retained in electronic medium

Notwithstanding any provision of law requiring a public record to be retained in a tangible medium, an agency may retain any public record in an electronic medium, provided that the record remains accessible for the duration of its retention schedule and meets all other requirements of this chapter. Nothing herein shall affect any law governing the retention of exhibits received into evidence in a criminal case in any court.

2018, c. [252](#).

§ 42.1-86.1. Disposition of public records

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to [§ 42.1-82](#) and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act ([§ 2.2-3700](#) et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of [§ 18.2-186.3](#), shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. [427](#); 2005, c. [787](#); 2006, cc. [60](#), [909](#).

§ 42.1-87. Archival public records

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the

locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. [64](#), [955](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. [64](#); 1998, c. [427](#).

§ 42.1-89. Petition and court order for return of public records not in authorized possession

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. [427](#).

§ 42.1-90. Seizure of public records not in authorized possession

A. At any time after the filing of the petition set out in § [42.1-89](#) or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

§ 42.1-90.1. Auditing

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws, the House Committee on Appropriations, and the Senate Committee on Finance and Appropriations of the General Assembly.

2006, c. [60](#).

§ 42.1-91. Repealed

Repealed by Acts 2006, c. [60](#), cl. 2.

§ 42.1-91.1. Availability of public records created prior to January 1, 1901

Notwithstanding any provisions of a previously executed contract with any department, agency, or institution of the Commonwealth or political subdivision, any individual or private entity lawfully in possession of public records created prior to January 1, 1901, or images of such records may display or publish such records in any format, including in an electronic database or on the Internet, without paying a fee to or requesting permission from the original custodian of such records.

2020, c. [773](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



Personnel Committee Agenda

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

January 8, 2024, Immediately following Work Session

<i>Item</i>	<i>Description</i>	<i>Page</i>
A.	Expiration of Term for Appointments Expiring through March 2024	73

Appointments by Expiration Through March 2024

Orig Appt Date Appt Date Exp Date Resignation Date

August 2021

Fire & EMS Commission 1 Yr
 Beatty David Blue Ridge VFRC Rep 12/17/2019 7/21/2020 8/31/2021

The Commission shall consist of eight (8) members including:
 -1 member of the Board of Supervisors; The Clarke County Sheff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

August 2023

Fire & EMS Commission 4 Yr
 Buckley Randy Citizen-at-Large 10/15/2019 10/15/2019 8/31/2023

The Commission shall consist of eight (8) members including:
 -1 member of the Board of Supervisors; The Clarke County Sheff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

1 Yr

Armcast, Jr. Van John H. Enders VFRC Rep 8/17/2021 9/20/2022 8/31/2023

The Commission shall consist of eight (8) members including:
 -1 member of the Board of Supervisors; The Clarke County Sheff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Conrad Bryan H. Boyce VFRC Rep 8/17/2021 9/20/2022 8/31/2023

The Commission shall consist of eight (8) members including:
 -1 member of the Board of Supervisors; The Clarke County Sheff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

October 2023

Fire & EMS Commission

4 Yr

Harrison Diane Citizen-at-large 6/20/2017 8/17/2021 10/12/2023

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheriff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

December 2023

Parks & Recreation Advisory Board

4 Yr

Huff Ronnie Town of Berryville Representative 2/18/2020 12/31/2023

There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.

Fire & EMS Commission

Roper Anthony Sheriff 8/19/2014 1/1/2020 12/31/2023

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheriff; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Historic Preservation Commission

Glover Robert Planning Commission Representative 12/13/2021 12/13/2021 12/31/2023

Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."

January 2024

Board of Septic & Well Appeals

1 yr

Buckley	Randy	White Post District; Planning Commission Alternate, Vice-Chair	1/3/2018	1/17/2023	1/31/2024
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Staelin	John	Planning Commission Citizen Alternate	11/22/2022	1/17/2023	1/31/2024
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Ohrstrom, II	George	Russell District; Planning Commission Chair Representative	1/10/2014	1/17/2023	1/31/2024
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

February 2024

Board of Zoning Appeals

5 Yr

Volk	Laurie	White Post District	2/17/2004	7/15/2019	2/15/2024
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Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

Borel	Alain F.	White Post District	3/21/2000	4/1/2019	2/15/2024
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Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

Board of Septic & Well Appeals

4 Yr

Irwin Jenny Citizen Representative 3/21/2023 3/21/2023 2/15/2024

1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Board of Zoning Appeals

5 Yr

Shenk Philip Alternate 6/15/2021 6/15/2021 2/15/2024

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

Clarke County Sanitary Authority

4 Yr

Coffelt Lee Town of Boyce 7/19/2022 7/19/2022 2/15/2024

The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

March 2024

Lord Fairfax Emergency Medical Services Council

1 yr

Gray Stephanie Career Representative 3/21/2023 3/21/2023 3/15/2024

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to tmclaurin@vaems.org

Conrad Bryan H. Volunteer Representative; White Post District 6/17/2014 3/21/2023 3/15/2024

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to tmclaurin@vaems.org

Trent Carolyn Medical Professional 8/15/2018 3/21/2023 3/15/2024

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to tmclaurin@vaems.org

Resigned December 2023

Northwestern Community Services Board 3 Yr
Bodkin Linda Buckmarsh District 10/19/2021 1/1/2022 12/31/2024 12/1/2023

2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]

Resigned November 2023

Economic Development Advisory Committee 4 Yr
Dodson Reid Russell District 6/15/2021 11/23/2021 12/31/2025 11/13/2023

Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited. 4 year term.

Clarke County Public Body Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				
Childs	Corey	Landowner	7/20/2021	7/15/2027
Conrad	Sam	Landowner/Producer	8/17/2021	7/15/2027
Day	Emily	Landowner/Producer	7/20/2021	7/15/2027
Dorsey	Tupper	Landowner/Producer	8/17/2021	7/15/2027
Hartsook	Shawna	Landowner/Producer	8/17/2021	7/15/2027
McKay	Beverly B.	BoS - Appointed Member	8/17/2021	7/15/2027
Peake	Donna	Commissioner of the Revenue	8/17/2021	7/15/2027
Shenk	Philip	Landowner/Producer	8/17/2021	7/15/2027
Simmons	Tait	Landowner	8/17/2021	7/15/2027
<i>Barns of Rose Hill Board of Directors</i>				
Cook	Peter		11/23/2021	12/31/2024
<i>BCCGC Joint Building Committee</i>				
Arnold, Jr.	Harry Lee	Berryville Town Council Representative	1/11/2018	
Boies	Chris	County Administrator	12/2/2019	
Dalton	Keith	Berryville Town Manager		
Marsten	Catherine	Clerk	1/1/2022	
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
<i>Berryville Area Development Authority</i>				
Ohrstrom, II	George	Russell District	12/13/2021	3/31/2025
Smart	Kathy	White Post District	3/21/2023	3/31/2026
Weiss	David S.	Buckmarsh/Blue Ridge District	4/19/2022	3/31/2025
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Boies	Chris	Staff Representative - County Administrator	12/2/2019	
Brown	Michelle	Staff Representative - Director of Economic Development	7/10/2023	
Dalton	Keith	Staff Representative - Town Manager		
Dunkle	Christy	Staff Representative - Town - Alternate		
Ford	Indea	Clerk	11/7/2022	
Harrison	Diane	BTC - Appointed Member		
Lawrence	Doug	BoS - Appointed Member	1/17/2023	12/31/2023
Weiss	David S.	BoS - Appointed Member	1/17/2023	12/31/2023
<i>Board of Septic & Well Appeals</i>				
Bass	Matthew	BoS - Appointed Member	1/17/2023	12/31/2023

Tuesday, January 2, 2024

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			<i>Appt Date</i>	<i>Exp Date</i>
Buckley	Randy	White Post District; Planning Commission Alternate, Vice-Chair	1/17/2023	1/31/2024
Camp	Jeremy	Staff Representative		
Irwin	Jenny	Citizen Representative	3/21/2023	2/15/2024
McKay	Beverly B.	BoS - Alternate	1/17/2023	12/31/2023
Ohrstrom, II	George	Russell District; Planning Commission Chair Representative	1/17/2023	1/31/2024
Staelin	John	Planning Commission Citizen Alternate	1/17/2023	1/31/2024

Board of Social Services

Byrd	Barbara J.	Russell District	12/19/2023	12/31/2027
Cushman	Anne	Berryville District	12/19/2023	12/31/2027
Dabinett	Laura	Russell District	6/21/2022	7/15/2026
Dodson	Gerald	Berryville District	6/16/2020	7/15/2024
Lawrence	Doug	BoS - Appointed Member	1/18/2023	12/31/2023
Parker	Jennifer	Staff Representative		
Smith	James	Berryville District	6/15/2021	7/15/2025
York	Robert	White Post District	6/21/2022	7/15/2026

Board of Supervisors

Bass	Matthew	Berryville District	11/3/2020	12/31/2023
Boies	Chris	Clerk	12/2/2019	
Catlett	Terri T.	Millwood/Pinegrove Districts, Vice Chair	1/1/2020	12/31/2023
Lawrence	Doug	Russell District	1/1/2020	12/31/2023
McKay	Beverly B.	White Post District	1/1/2020	12/31/2023
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2020	12/31/2023

Board of Supervisors Finance Committee

Catlett	Terri T.	BoS - Appointed Member	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Alternate	1/17/2023	12/31/2023
Weiss	David S.	BoS - Appointed Member	1/17/2023	12/31/2023

Board of Supervisors Personnel Committee

Catlett	Terri T.	BOS - Alternate	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
Weiss	David S.	BoS - Appointed Member	1/17/2023	12/31/2023

Board of Zoning Appeals

Borel	Alain F.	White Post District	4/1/2019	2/15/2024
Brumback	Clay	White Post District	1/17/2023	2/15/2028
Camp	Jeremy	Staff Representative		
Means	Howard	White Post District	1/19/2021	2/15/2026
Shenk	Philip	Alternate	6/15/2021	2/15/2024
Staelin	John	Millwood District	12/5/2022	2/15/2025

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			<i>Appt Date</i>	<i>Exp Date</i>
Volk	Laurie	White Post District	7/15/2019	2/15/2024
<i>Broadband Implementation Committee</i>				
Dunning	Buster	White Post District	5/17/2022	6/30/2024
Houck	William	Citizen Representative	5/17/2022	6/30/2024
Lawrence	Doug	Russell District	1/17/2023	12/31/2023
McKay	Beverly B.	White Post District	1/17/2023	12/31/2023
<i>Building and Grounds</i>				
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
Weiss	David S.	BoS - Alternate	1/18/2022	12/31/2022
<i>Career and Technical Education Advisory Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/17/2023	12/31/2023
<i>Clarke County Sanitary Authority</i>				
Armbrust	Wayne	White Post District; Vice Chair	11/17/2020	6/30/2024
Bauhan	Tom	White Post District; Sec/Treasurer	12/13/2021	1/5/2026
Bennett	Brenda	Assistant Treasurer	1/17/2023	
Coffelt	Lee	Town of Boyce	7/19/2022	2/15/2024
Conrad	Bryan H.	White Post District	1/17/2023	1/5/2025
DeArment	Roderick	White Post District; Chair	12/15/2020	1/5/2025
McKay	Beverly B.	BoS - Liaison	1/17/2023	12/31/2023
Meredith	Mary	Staff Representative	1/2/2018	
<i>Community Policy and Management Team</i>				
Acker	Denise	Northwestern Community Services	11/23/2021	12/31/2024
Bates	Chris	Parent Representative	12/19/2023	12/31/2026
Catlett	Terri T.	BoS - Appointed Member	1/17/2023	12/31/2023
Greene	Colin	Alternate - VDH Representative	11/23/2021	12/31/2024
Mair	Tavan	Private Provider - Connected Communities, Inc.	11/22/2022	12/31/2025
Moore	Frank	CCPS Representative	12/20/2022	12/31/2025
Parker	Jennifer	Director Clarke County DSS	1/19/2021	12/31/2022
Shirley	Leea	VDH Representative	11/23/2021	12/31/2024
<i>Conservation Easement Authority</i>				
Bacon	Rives	White Post District	11/22/2022	12/31/2025
Buckley	Randy	White Post District	11/22/2022	12/31/2025
Hedlund	John	Berryville District	3/15/2022	12/31/2024
Jones	Michelle	Millwood / Pine Grove District	11/22/2022	12/31/2025
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/21/2023	4/30/2026

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			<i>Appt Date</i>	<i>Exp Date</i>
Thomas	Walker	Buckmarsh District	11/23/2021	12/31/2024
<i>Constitutional Officer</i>				
Keeler	Sharon	Treasurer	1/1/2024	12/31/2027
Peake	Donna	Commissioner of the Revenue	1/1/2024	12/31/2027
Wilkerson	April	Clerk of the Circuit Court	1/1/2024	12/31/2031
Williams	Anne	Commonwealth Attorney	1/1/2024	12/31/2027
<i>County Administrator</i>				
Boies	Chris	County Administrator	12/2/2019	
<i>Director of Economic Development</i>				
Brown	Michelle	Director of Economic Development	7/10/2023	
<i>Economic Development Advisory Committee</i>				
Borel	Christian	White Post District	7/18/2023	12/31/2026
Brown	Michelle	Director of Economic Development	7/10/2023	
Dodson	Reid	Russell District	11/23/2021	12/31/2025
Dunkle	Christy	Town of Berryville Representative	12/19/2023	12/31/2027
Ford	Indea	Clerk	11/7/2022	
Gribble	Mark	Buckmarsh District	11/22/2022	12/31/2026
Kraybill	Christina	Berryville District, Business Owner	9/20/2022	12/31/2025
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
Milleson	John R.	Banking, Finance	11/22/2022	12/31/2026
Pritchard	Betsy	Hospitality Industry, agriculture	7/21/2020	8/31/2024
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	9/20/2022	8/31/2023
Beatty	David	Blue Ridge VFRC Rep	7/21/2020	8/31/2021
Buckley	Randy	Citizen-at-Large	10/15/2019	8/31/2023
Conrad	Bryan H.	Boyce VFRC Rep	9/20/2022	8/31/2023
Crawford	Michael	John H. Enders VFRC Alternate	10/19/2021	
Harrison	Diane	Citizen-at-large	8/17/2021	10/12/2023
Lawrence	Doug	BoS - Alternate	1/17/2023	12/31/2023
Loker	Randall	Citizen-at-large	7/21/2020	8/31/2024
Radford	Melanie	Staff Representative	10/19/2021	
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Weiss	David S.	BoS - Representative	1/17/2023	12/31/2023
<i>Handley Regional Library Board</i>				
Bacon	Rives		10/19/2021	11/30/2025
<i>Historic Preservation Commission</i>				
Al-Khalili	Adeela	Buckmarsh District	6/1/2022	5/31/2026

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			<i>Appt Date</i>	<i>Exp Date</i>
Arnett	Betsy	White Post District	4/21/2020	5/31/2024
Berger	Katherine	Buckmarsh District	4/18/2023	5/31/2027
Camp	Jeremy	Staff Representative		
Carter	Paige	White Post District	4/21/2020	5/31/2024
Catlett	Terri T.	BoS - Liaison	1/17/2023	12/31/2023
Thompson	Billy	White Post District	4/20/2021	5/31/2025
York	Robert	White Post District	4/20/2021	5/31/2025

Humane Foundation

Catlett	Terri T.	BoS - Liaison	1/17/2023	12/31/2023
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Industrial Development Authority of the Clarke County, Virginia

Brown	Michelle	Director of Economic Development	7/10/2023	
Cantatore	Marcy	Buckmarsh District	11/21/2023	10/30/2025
Ferrell	Brian	Millwood District	10/17/2023	10/30/2027
Ford	Indea	Clerk	11/7/2022	
George	James	Buckmarsh District	10/31/2022	10/30/2026
Guarrielo	Ted	Millwood District	11/21/2023	10/30/2027
Pierce	Rodney	Buckmarsh District	9/15/2020	10/30/2024
Preston	Isreal	Berryville District	10/18/2022	10/30/2026
Waite	William	Millwood District	10/31/2017	10/30/2025
Weiss	David S.	BoS - Liaison	1/17/2023	12/31/2023

Joint Administrative Services Board

Bennett	Brenda	Staff Representative	7/1/2020	
Boies	Chris	County Administrator	12/2/2019	
Catlett	Rick	School Superintendent	7/1/2023	
Keeler	Sharon	Treasurer	3/12/2005	
Marsten	Catherine	Recording Clerk	1/1/2022	
McKay	Beverly B.	BoS - Alternate	1/17/2023	12/31/2023
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/17/2023	12/31/2023

Josephine School Community Museum Board

Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
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Legislative Liaison and High Growth Coalition

Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
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Library Advisory Council

Al-Khalili	Adeela	Buckmarsh District	3/15/2022	4/15/2026
Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
Bogert	Aubrey	White Post District	3/15/2022	4/15/2026

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			<i>Appt Date</i>	<i>Exp Date</i>
Brondstater	Bette	Berryville District	3/15/2022	4/15/2026
Daisley	Shelley	Russell District	4/21/2020	4/15/2024
Foster	Nancy	Russell District	4/21/2020	4/15/2024
Judge	Ann		3/21/2023	4/15/2025
Kalbiam	Maral	Millwood District	3/15/2022	4/15/2026
Mitchell	Jessica	Berryville District	4/20/2021	4/15/2025
Payne	Lisa	Berryville District	4/20/2021	4/15/2025

Litter Committee

Bass	Matthew	BoS - Liasion	1/17/2023	12/31/2023
Bauhan	Tom	White Post District	9/21/2021	9/30/2024
Harrison	Ashley	Berryville District	9/21/2021	9/30/2024
Keim	John	Russell District	9/21/2021	9/30/2024
Lemmon	Lorien	Staff Representative	7/1/2023	
Maddox	Kristina	Staff Representative	7/1/2023	
Martin	Mary	White Post District	9/21/2021	9/30/2024
McMullen	Christina	Buckmarsh District	8/15/2023	9/30/2024

Lord Fairfax Emergency Medical Services Council

Conrad	Bryan H.	Volunteer Representative; White Post District	3/21/2023	3/15/2024
Trent	Carolyn	Medical Professional	3/21/2023	3/15/2024

Lord Fairfax Soil & Water Conservation District

Mackay-Smith	Justin	Soil and Water Conservation Director Lord Fairfax District	1/1/2019	12/31/2023
Webb	Wayne	Soil and Water Conservation Director Lord Fairfax District	1/1/2019	12/31/2023

Northern Shenandoah Valley Regional Commission

Bass	Matthew	BoS - Alternate	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Appointed Member	1/17/2023	12/31/2023
Stidham	Brandon	Citizen Representative [Planning Director]	12/13/2021	1/21/2025

Northwest Regional Adult Drug Treatment Court Advisory Committee

Bass	Matthew	BoS - Appointed Member	1/17/2023	12/31/2023
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Northwestern Community Services Board

Bodkin	Linda	Buckmarsh District	1/1/2022	12/31/2024
Goshen	Lisa	Millwood District	12/19/2023	12/31/2026
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2022

Northwestern Regional Jail Authority

Boies	Chris	BoS - Appointed Member	12/19/2023	12/31/2024
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			<i>Appt Date</i>	<i>Exp Date</i>
Lawrence	Doug	BoS - Liaison	1/17/2023	12/31/2023
<i>Northwestern Regional Juvenile Detention Center Commission</i>				
Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
Roper	Anthony	Sheriff	9/21/2021	12/20/2024
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				
Roper	Anthony	Sheriff	11/22/2022	12/31/2025
<i>Old Dominion Community Criminal Justice Board</i>				
Roper	Anthony	Sheriff	11/22/2022	12/31/2025
<i>Our Health</i>				
Shipe	Diane	Buckmarsh District	2/15/2022	3/15/2025
<i>Parks & Recreation Advisory Board</i>				
Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
Elliston	Tom	Russell District	12/19/2023	12/31/2027
Hoff	Mitch	Berryville District	3/21/2023	12/31/2025
Huff	Ronnie	Town of Berryville Representative	2/18/2020	12/31/2023
Merriman	Susan	White Post District	12/19/2023	12/31/2027
Reynolds	Berkeley	Appointed by Town of Boyce	12/19/2023	12/31/2027
Rhodes	Emily	Buckmarsh District	12/19/2023	12/31/2027
Smith	Tracy	Millwood District	11/23/2021	12/31/2025
Trenary	Randy	School Superintendent Designee	10/24/2013	
Voelkel	Eric	At Large	11/22/2022	12/31/2026
<i>Planning Commission</i>				
Buckley	Randy	White Post District	3/15/2022	4/30/2026
Catlett	Terri T.	BoS - Appointed Member	1/17/2023	12/31/2023
Dunning	Buster	White Post / Greenway District	4/21/2020	4/30/2024
Hunt	Pearce	Russell District	5/19/2020	4/30/2025
Lawrence	Doug	BoS - Alternate	1/17/2023	12/31/2023
Malone	Gwendolyn	Berryville District	4/21/2020	4/30/2024
Ohrstrom, II	George	Russell District	3/21/2023	4/30/2027
Reed	Ryan	Buckmarsh/Battletown District	11/21/2023	4/30/2024
Staelin	John	Millwood District	7/3/2022	4/30/2025
Stidham	Brandon	Staff Representative	4/30/2012	
<i>Regional Airport Authority</i>				
Boies	Chris	BoS - Alternate	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Alternate	1/17/2023	12/31/2023
Melanson	Leslie	Russell District	5/19/2020	6/30/2024

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Shenandoah Area Agency on Aging, Inc.</i>				
Pritchard	Betsy	Buckmarsh District	7/19/2022	9/30/2026
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Seal	Cathy	Alternate	12/19/2023	12/31/2027
<i>Strategic Planning Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/17/2023	12/31/2023
<i>Towns and Villages: Berryville</i>				
Bass	Matthew	BoS - Liaison	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Alternate	1/17/2023	12/31/2023
<i>Towns and Villages: Boyce</i>				
Catlett	Terri T.	BoS - Liaison - Alternate	1/17/2023	12/31/2023
McKay	Beverly B.	BoS - Liaison	1/17/2023	12/31/2023
<i>Towns and Villages: Millwood</i>				
Catlett	Terri T.	BoS - Liaison	1/17/2023	12/31/2023
<i>Towns and Villages: Pine Grove</i>				
Catlett	Terri T.	BoS - Liaison	1/17/2023	12/31/2023
Weiss	David S.	BoS - Liaison	1/17/2023	12/31/2023
<i>Towns and Villages: White Post</i>				
McKay	Beverly B.	BoS - Liaison	1/17/2023	12/31/2023



Finance Committee Agenda

Berryville-Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

January 8, 2024, Immediately following Personnel Committee

Item	Description	Page
A.	<u>Budget Calendar</u> : (see attached) Just a reminder the budget process begins on January 10 with a joint meeting of the School Board Finance Committee.	87
B.	<u>Bills and Claims</u> : (see attached) The Finance Committee should consider approval of the December 2023 Invoice History Report.	88
C.	Standing Reports:	
	– Year to Date Budget Report	97
	– Reconciliation of Appropriations Report	116
	– Capital Projects Report	117

FY 25 BUDGET CALENDAR

Adopted 10/17/2023

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Monday, November 6, 2023	10:00 AM	JGC	BOS provides general direction to staff
November/December			Meetings with Department Heads/Constitutional Officers and County Administrator/Finance Director
Mid-December			Munis opens for department budget input
Wednesday, January 10, 2024	08:30 AM	317 West Main	Finance Committee: School Finance Invitation
Tuesday, January 16, 2024	05:00 PM		Department budgets due in Munis
Monday, January 29, 2024	09:30 AM	JGC	Staff Revenue Review
Tuesday, February 06, 2024	09:30 AM	JGC	Staff Revenue Review
Tuesday, February 13, 2024	05:30 PM	JGC	Finance Committee-Revenue Summary
Wednesday, February 14, 2024	08:30 AM	317 West Main	Finance Committee: School Finance Invitation
Thursday, February 15, 2024	05:30 PM	JGC	Finance Committee-Expenditure Summary (Internal Presentations)
Tuesday, February 20, 2024	05:30 PM	JGC	Finance Committee-Revenue Follow-up
Thursday, February 22, 2024	05:30 PM	JGC	Finance Committee - Outside Agency Presentations
Tuesday, February 27, 2024	05:30 PM	JGC	Finance Committee-Balanced Budget Presented
Monday, March 04, 2024	06:30 PM	JGC	BOS Worksession: SB presentation
Tuesday, March 05, 2024	05:30 PM	JGC	Finance Committee-Finalize Revenues
Thursday, March 07, 2024	05:30 PM	JGC	Finance Committee-Finalize Expenditures
Tuesday, March 19, 2024	01:00 PM	JGC	BOS Authorization of public hearing
Monday, March 25, 2024	NA	Winchester Star	Advertise in newspaper (if needed)
Monday, April 01, 2024	NA	Winchester Star	Advertise in newspaper.
Monday, April 08, 2024	06:30 PM	TBD	Public Hearing (Jointly with School Board)
Tuesday, April 16, 2024	06:30 PM	JGC	BOS adopt budget and Appropriations Resolutions.

Clarke County
FY 24 Invoice History Report
December 31, 2023

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
ABC Check Printing	Clk of CC Mat & Sup	Printed checks	12/18/2023	190.08
ABC Check Printing Total				190.08
ACAR LEASING LTD	Personal Property Tax Current		12/11/2023	478.22
ACAR LEASING LTD Total				478.22
Ahold Financial Serv	Programs Mat & Sup	food afterschool	12/1/2023	72.12
Ahold Financial Serv Total				72.12
Allison, Allyson	Programs Mat & Sup	Employee paid out of pocket	8/4/2023	71.67
Allison, Allyson Total				71.67
Amazon Acct	AnimalShltr Mat & Sup	detergents, hardware & containers	11/14/2023	387.42
	AnimalShltr Mat & Sup	Dog Tag Clips for Collar,with 16Pcs PO# 20240421	10/15/2023	(0.13)
	AnimalShltr Mat & Sup	12Pcs Suction Cup with Ring 2"/50mm PO#20240421	10/15/2023	(6.86)
	ChurchSt Maint Mat & Sup	PO# Circuit Court Light Socket Extender Adapte	11/4/2023	17.98
	Comm Atty Mat & Sup	PO# 10122023--CWA /	10/12/2023	6.92
	EMS Mat & Sup	PO# Fire-EMS office/office supplies	11/11/2023	27.92
	FIRE/EMS Uniforms	PO# Fire-EMS office/office supplies	11/11/2023	15.78
	FIRE/EMS Uniforms	5.11 Tactical Job Shirt Quarter Zip 2.0 Fleece Pul	11/22/2023	126.70
	Programs Mat & Sup	Story with Santa decorations	11/19/2023	68.63
	Rec Center Mat & Sup	address plaque	10/12/2023	34.29
	Rec Center Mat & Sup	pickleball balls	12/15/2023	34.97
	Sheriff COS Mat & Sup	headset batteries	9/16/2023	395.05
	Sheriff COS Mat & Sup	PO# 20240252-Hess/ Ear Pads by AvimaBasics	12/1/2023	(21.97)
	Sheriff COS Mat & Sup	headsets & surface pro X hub	12/16/2023	140.16
	Sheriff COS Mat & Sup	HARD DRIVE REPLACEMENT PHONE SYSTEM	10/16/2023	105.00
	Sheriff Mat & Sup	New Desktop computer	12/12/2023	312.76
	Registrar Mat & Sup	Labels & Envelopes	11/30/2023	124.84
	JAS Inventory -Mtls & Supplies	Cash Box and Sheet Protectors	10/27/2023	75.75
	Parks Adm Mat & Sup	reel tape measure	12/8/2023	22.66
	ALBase Maint Mat & Sup	PO# Baseball / Netting Repair Kit, 50pcs 2 Inch Sp	11/19/2023	63.77
	VictimWit Mat & Sup	Printer Ink Cartridges	11/20/2023	137.97
	JAS Finance Noncap Off Equip	VariDesk for Ben	11/8/2023	460.75
Amazon Acct Total				2,530.36
American Tower	Sheriff Leases & Rentals	Tower, Transmittal, Antennae L	12/1/2023	2,737.58
American Tower Total				2,737.58
AppRiver	Sheriff Pur Svcs	Monthly Service	12/19/2023	52.50
AppRiver Total				52.50
At&t	IT Telephone	Cell Phone Bill-July 22	7/18/2022	(3,171.32)
	IT Telephone	Data Package-Cellular-Government	12/4/2023	38.90
	Maintenanc Telephone	Cell Phone Bill-July 22	7/18/2022	44.19
	Sheriff Leases & Rentals	FEMA Fiber Connection	11/1/2023	2,207.02
	Sheriff Telephone	Cell Phone Bill-July 22	7/18/2022	1,951.51
	Sheriff Telephone	Data Package-Cellular-Government	12/4/2023	739.19
	Sheriff Telephone	replaces Verizon part of Gen911 prj 10/16-11/15/23	11/18/2023	1,702.19
	County Adm Telephone	Cell Phone Bill-July 22	7/18/2022	46.70
	Registrar Telephone	Cell Phone Bill-July 22	7/18/2022	46.70
	Comm Atty Telephone	Cell Phone Bill-July 22	7/18/2022	167.08
	EMS Telephone	Data Package-Cellular-Government	12/4/2023	661.38
	Bldg Insp Telephone	Cell Phone Bill-July 22	7/18/2022	244.46
	SWC Telephone	Cell Phone Bill-July 22	7/18/2022	41.87
	Programs Telephone	Cell Phone Bill-July 22	7/18/2022	41.67
	Plan Adm Telephone	Data Package-Cellular-Government	12/4/2023	77.81
	Econ Dev Telephone	Cell Phone Bill-July 22	7/18/2022	41.67
	VictimWit Telephone	Cell Phone Bill-July 22	7/18/2022	41.67
	EMS LEMPG Grant-Telephone	Cell Phone Bill-July 22	7/18/2022	538.99
	Gen911 Telephone	replaces Verizon part of Gen911 prj 10/16-11/15/23	11/18/2023	2,491.27
At&t Total				7,952.95
Atlantic Tactical	Sheriff Ammunition	Ammunition	12/4/2023	416.70
	Sheriff Ammunition	FY24 Yearly Ammo Order	12/8/2023	760.25
Atlantic Tactical Total				1,176.95
Avenity	Avenity-TaxSoftwareReplacement	CountyOne Software	12/18/2023	69,600.00
	Avenity-TaxSoftwareReplacement	Software Configuration	12/18/2023	49,600.00
	Avenity-TaxSoftwareReplacement	conversion services - November 2023	12/18/2023	12,600.00
Avenity Total				131,800.00
Bagspot Pet Waste	Parks Adm Mat & Sup	supplies	12/1/2023	291.68
Bagspot Pet Waste Total				291.68
Bank of America	Registrar Mat & Sup	Remarkable 2 Tablet with Marker Plus and Folio	11/30/2023	469.00
Bank of America Total				469.00
Belco Music Group LL	Programs Pur Svcs	Music Classes	12/15/2023	156.00
Belco Music Group LL Total				156.00
Berkeley Club Bevera	Comm Atty Mat & Sup	Water Bill December 2023	12/4/2023	29.94

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Berkeley Club Bevera	Maintenanc Water & Sewer	rm Berkeley Club Cooler Rental for Dec2023	12/15/2023	11.00
	Maintenanc Water & Sewer	rm Berkeley Maint water	12/4/2023	32.04
	Parks Adm Leases & Rentals	rental water	12/6/2023	10.00
	Sheriff COS Mat & Sup	Water	12/4/2023	32.04
	Sheriff COS Mat & Sup	Monthly Cooler Rental	12/5/2023	9.00
	Sheriff SOS Mat & Sup	Water	12/4/2023	15.34
	Sheriff SOS Mat & Sup	Monthly Cooler Rental	12/5/2023	9.00
	County Adm Pur Svcs	cdm-BCCGC water delivery	12/4/2023	45.24
	County Adm Pur Svcs	cdm-BCCGC water cooler rental	12/5/2023	22.00
Berkeley Club Bevera Total				215.60
Berryville Farm	AlPool Maint Mat & Sup	rm BFS Pool Straw	12/20/2023	8.99
Berryville Farm Total				8.99
Berryville True Valu	JGC Maintenance Mat & Sup	rm BH 101 Chalmers Ct nuts and washers	12/18/2023	0.90
	Maintenanc Mat & Sup	rm BH Maint Chin Plier, screwdriver	12/4/2023	38.98
	Maintenanc Mat & Sup	rm BH Maint knife, pliers hex key belt	12/12/2023	91.45
	Maintenanc Mat & Sup	rm BH Maint screwdriver	12/15/2023	12.99
	Maintenanc Mat & Sup	rm BH Maint shockwave bit set	12/21/2023	29.99
	Maintenanc Mat & Sup	rm BH 101 Chalmers Ct nuts and washers	12/18/2023	0.54
	Maintenanc Pur Svcs	rm CCHD Maint Matthew Kirby TB Test	12/1/2023	17.21
	104Church Maint Mat & Sup	rm BH 100 N. Church pail, brush liner	11/29/2023	14.77
	104Church Maint Mat & Sup	rm BH 104 N. Church keys cut	12/11/2023	9.00
	AlPool Maint Mat & Sup	rm BH Pool nuts and washers	11/30/2023	4.69
	AlPool Maint Mat & Sup	rm BH Pool coupling	12/7/2023	2.29
Berryville True Valu Total				222.81
Brown, Michelle	Econ Dev Local Mileage	Michelle Brown Mileage Reimbursement	12/15/2023	235.92
Brown, Michelle Total				235.92
Broy & Son Pump	AlOff Maint Pur Svcs	rm Broy Park Winterize Bathrooms	11/28/2023	230.00
Broy & Son Pump Total				230.00
BSN Sports Inc	Programs Mat & Sup	volley balls	12/7/2023	92.00
BSN Sports Inc Total				92.00
Buckley, Randy	Plan Com Board Member Fees	Attd @ 12/1/23 PC Meeting	12/4/2023	50.00
Buckley, Randy Total				50.00
CARRERA JOSE	Personal Property Tax Current		12/11/2023	72.55
CARRERA JOSE Total				72.55
Carter, Page	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/15/23	11/17/2023	25.00
Carter, Page Total				25.00
Circuit C Juror Pay	Circuit C Juror Pay		12/7/2023	1,500.00
Circuit C Juror Pay Total				1,500.00
Clarke County Health	AnimalShltr Pur Svcs	cdm-employee rabies vaccination	11/15/2023	735.78
	Maintenanc Pur Svcs	rm CCHD Maint employee TB Test	12/1/2023	17.21
Clarke County Health Total				752.99
Clarke County Treasu	Double Tollgate Pur Svcs	Site Development Plan Review Fee: Karst Plan Revie	12/4/2023	5,552.50
Clarke County Treasu Total				5,552.50
Combs Wastewater Man	AlBase Maint Pur Svcs	rm Combs Baseball & Soccer Porta Potties	11/29/2023	75.00
	AlSoc Maint Pur Svcs	rm Combs Baseball & Soccer Porta Potties	11/29/2023	195.96
Combs Wastewater Man Total				270.96
Commercial Press	AnimalShltr Mat & Sup	cdm-J.Bruce business cards	11/17/2023	53.50
	County Adm Pur Svcs	IF - Christian Borel Name Plate	11/30/2023	11.75
Commercial Press Total				65.25
Concise Systems	Reassess Finance & Auditing	Assessor License/CAMA Client License	12/4/2023	2,145.00
Concise Systems Total				2,145.00
County of Frederick	RefuseDisp Intergov Svc Agreem	County residence refuse Nov 2023	12/5/2023	1,056.93
	RefuseDisp Intergov Svc Agreem	New Citizens Center Refuse Nov 2023	12/5/2023	1,167.10
	RefuseDisp Intergov Svc Agreem	VDOT Clarke Refuse Nov 2023	12/5/2023	751.30
County of Frederick Total				2,975.33
CTL Engineering Inc	Plan Adm Pass Thru Eng Fees	RSTV-928 Wind Springs Rd 22050035MORAA MARKEE	11/19/2023	275.00
CTL Engineering Inc Total				275.00
Curtis, Darrell	Sheriff Travel - Sworn Staff	Per Diem for FBI Leeda Class - Curtis	12/19/2023	75.00
Curtis, Darrell Total				75.00
DALTON NATHAN E & RE	Real Property Tax Current		12/27/2023	690.36
DALTON NATHAN E & RE Total				690.36
DDL Business Sys	Coop Ext Maint Contracts	Copier Maint SN: 1435-Coop. Ex	11/22/2023	27.17
	JAS IT Maint Contracts	Copier Maint. SN 9490-JAS	11/22/2023	80.50
	Clk of CC Maint Contracts	Copier Maint SN: 7940-Circuit	11/22/2023	32.17
DDL Business Sys Total				139.84
DMV	Treasurer DMV Stop	DMV Stops - Nov 2023	11/30/2023	750.00
DMV Total				750.00
Doing Better Busines	Parks Adm Leases & Rentals	Copier Maint: SN: 0724-CCPRD	11/27/2023	222.87
Doing Better Busines Total				222.87

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Donna Kropotkin	Programs Refunds	REFUND	12/4/2023	28.00
Donna Kropotkin Total				28.00
Dunning, Buster	Plan Com Board Member Fees	Attd @ 12/1/23 PC Meeting	12/4/2023	50.00
Dunning, Buster Total				50.00
East Coast Emergency	Sheriff DCJS VEHICLE Equip Grt	Equipment for new pickup	11/27/2023	1,844.73
East Coast Emergency Total				1,844.73
eCore Software Inc	EMS Tech SW/OL	Fire-EMS ePro software lease Dec 2023	12/1/2023	327.15
eCore Software Inc Total				327.15
ELZER PETER	Personal Property Tax Current		12/11/2023	7.50
ELZER PETER Total				7.50
Emergency Medical	EMS Mat & Sup	Fire-EMS supply program	12/11/2023	1,554.77
Emergency Medical Total				1,554.77
EMS/MC	EMS Pur Svcs	Fire-EMS billing invoice Nov 2023	11/30/2023	599.15
EMS/MC Total				599.15
Equature	Sheriff Maint Contracts	ECC recorder annual maintenance	12/1/2023	3,285.36
Equature Total				3,285.36
FABIS MARGARET ELIZA	Personal Property Tax Current		12/11/2023	149.16
FABIS MARGARET ELIZA Total				149.16
Frederick-Winchester	Sanitation Intergov Svc Agreem	Nov 2023 Service charge / Inv 3635	11/30/2023	2,664.81
Frederick-Winchester Total				2,664.81
GADDY CARMEN DOLORES	Personal Property Tax Current		12/27/2023	180.24
GADDY CARMEN DOLORES Total				180.24
GADDY WILLIAM BARRY	Real Property Tax Current		12/27/2023	501.30
GADDY WILLIAM BARRY Total				501.30
Galls/Best Uniforms	FIRE/EMS Uniforms	Fire-EMS supply program	11/20/2023	122.75
	FIRE/EMS Uniforms	Fire-EMS supply program	11/27/2023	16.29
	Sheriff Uniform Sworn Staff	Badge	11/30/2023	153.15
Galls/Best Uniforms Total				292.19
GO Car Wash	Sheriff Pur Svcs	Monthly Car Wash	11/30/2023	16.00
GO Car Wash Total				16.00
Hall, Monahan	Cnsrv Esmt Donation Pur Svcs	CEA Legal Services July - November 2023	11/30/2023	2,620.00
	Legal Svc Pur Svcs	cdm-legal services Nov 2023	12/5/2023	290.00
	BrdZonApp Pur Svcs	cdm-legal services Nov 2023	12/5/2023	665.00
Hall, Monahan Total				3,575.00
Hillis-Carnes Engine	Plan Adm Pass Thru Eng Fees	RSTV-928b Wind Springs Rd MARKEE 2nd Review	11/30/2023	275.00
Hillis-Carnes Engine Total				275.00
HINES MARTA V	Personal Property Tax Current		12/11/2023	1,574.21
HINES MARTA V Total				1,574.21
Hunt, Pearce W	Plan Com Board Member Fees	Attd @ 11/28/23 & 12/1/23 PC Meetings	12/4/2023	100.00
Hunt, Pearce W Total				100.00
ImageTrend Inc	EMS Tech SW/OL	Fire-EMS ImageTrend software lease 23-24	9/26/2023	9,224.05
ImageTrend Inc Total				9,224.05
JELINEK PETER ALAN &	Real Property Tax Current		12/27/2023	909.00
JELINEK PETER ALAN & Total				909.00
JJ Keller	County Adm Pur Svcs	cdm-emplymt law manual & poster subscription	10/25/2023	815.03
JJ Keller Total				815.03
John H Enders Fire	Rev Rf Insurance Claim Reimb	Fire-EMS insurance reimbursement-2019 ambo repair	12/19/2023	3,839.92
John H Enders Fire Total				3,839.92
JOHNSON JERRY LEE	Personal Property Tax Current		12/27/2023	37.34
JOHNSON JERRY LEE Total				37.34
Johnston, Jane	Programs Pur Svcs	Senior Fitness Classes	12/15/2023	80.85
Johnston, Jane Total				80.85
Juniper Enterprises	Maintenanc Mat & Sup	rm BAP Maint Oil 30W	12/5/2023	10.62
	Maintenanc Mat & Sup	rm BAP Maint electronic cleaner	11/28/2023	13.19
	Maintenanc Mat & Sup	rm BAP Maint Building D 2018 Exhaust	12/4/2023	1,260.93
	Maintenanc Mat & Sup	rm BAP Maint seafoam 16 ea	12/5/2023	8.66
	Maintenanc Mat & Sup	rm BAP Maint Bolt extractor	12/5/2023	38.40
	Maintenanc Mat & Sup	rm BAP Maint Building D 2015 Jeep Service and Stat	12/7/2023	80.83
	Maintenanc Mat & Sup	rm BAP Main IT 2016 Explorer Service and State	12/8/2023	96.26
	Maintenanc Mat & Sup	rm BAP Maint Admin Explorer Service and State	12/11/2023	76.27
	Maintenanc Mat & Sup	rm BAP Maint 2006 Xterra Service and State Inpect	12/19/2023	350.79
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair	12/15/2023	151.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair	12/12/2023	96.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair 1901	11/28/2023	294.99
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 2102	12/5/2023	246.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1802	12/14/2023	583.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1802	12/7/2023	40.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 2202	12/7/2023	55.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1302	12/14/2023	273.00

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			INVOICE	
VENDOR NAME	ACCOUNT DESC	FULL DESC	DATE	AMOUNT
Juniper Enterprises	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 2001	12/18/2023	151.00
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	12/15/2023	212.02
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair 1901	11/28/2023	276.47
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 2102	12/5/2023	309.31
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1802	12/14/2023	910.44
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1802	12/7/2023	50.66
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 2202	12/7/2023	52.33
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1302	12/14/2023	566.18
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 2001	12/18/2023	53.22
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1903	12/4/2023	212.25
Juniper Enterprises Total				6,468.82
Kalbian, Maral	HstPrvCom Pur Svcs	HPC Services for November 2023	12/4/2023	1,610.00
Kalbian, Maral Total				1,610.00
Karl Riedel Architec	Circ Crthse Renovtn Eng & Arch	Courthouse/Eng Serv Contract 11/9-11/29	12/6/2023	3,472.30
Karl Riedel Architec Total				3,472.30
Language Line Servc	Sheriff Pur Svcs	Interpretation Services	11/30/2023	74.65
Language Line Servc Total				74.65
LaserTag2You	Programs Pur Svcs	Laser Tag Parties	12/21/2023	475.00
LaserTag2You Total				475.00
Laura Thomas	Programs Refunds	REFUND	12/4/2023	28.00
Laura Thomas Total				28.00
Lee, Frank	Plan Com Board Member Fees	Attd @ PC Mtgs 11/28/23 & 12/1/23	12/4/2023	100.00
Lee, Frank Total				100.00
Lemmon, Lorien	Plan Adm Travel	10/23-10/25 Biosolids Training (Lemmon)	11/29/2023	207.08
Lemmon, Lorien Total				207.08
LexisNexis	Sheriff Pur Svcs	Monthly Service - Billing ID 1661267	11/30/2023	104.00
	Sheriff Pur Svcs	Monthly Service Billd ID 6714513	11/30/2023	200.00
LexisNexis Total				304.00
Logan Systems Inc	Clk of CC Microfilming	Indexing & shipping for November 2023	12/15/2023	372.95
Logan Systems Inc Total				372.95
Lord Fairfax EMS Inc	EMS Pur Svcs	Fire-EMS CPR class cards	12/19/2023	84.00
Lord Fairfax EMS Inc Total				84.00
Love at First Bite	BoS Miscellaneous Expenditures	cdm-catering for 12/19 luncheon	12/4/2023	855.00
Love at First Bite Total				855.00
Lowes	Maintenanc Mat & Sup	rm Lowes Maint treated prim	12/14/2023	58.04
	Rec Center Mat & Sup	supplies	12/13/2023	88.85
	AlPool Maint Mat & Sup	rm Lowes Pool conduit	11/30/2023	97.45
	AlPool Maint Mat & Sup	rm Lowes Pool conduit	12/6/2023	27.62
Lowes Total				271.96
Maddox, Kristina	Plan Adm Local Mileage	Travel to/from VAZO Management Exam	12/8/2023	142.79
Maddox, Kristina Total				142.79
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ PC Mtgs 11/28/23 & 12/1/23	12/4/2023	100.00
Malone, Gwendolyn Total				100.00
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield Oil Fuel 11-1 to 11-15-23	11/20/2023	125.04
	Bldg Insp Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	48.68
	Bldg Insp Vehicle Fuel	rm Mansfield Fuel Charges 12-1 to 12-15-23	12/19/2023	93.41
	County Adm Vehicle Fuel	rm Mansfield Oil Fuel 11-1 to 11-15-23	11/20/2023	72.98
	County Adm Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	83.54
	County Adm Vehicle Fuel	rm Mansfield Fuel Charges 12-1 to 12-15-23	12/19/2023	70.13
	EMS Vehicle Fuel	rm Mansfield Oil Fuel 11-1 to 11-15-23	11/20/2023	1,198.12
	EMS Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	1,136.06
	EMS Vehicle Fuel	rm Mansfield Fuel Charges 12-1 to 12-15-23	12/19/2023	1,021.93
	Maintenanc Vehicle Fuel	rm Mansfield Oil Fuel 11-1 to 11-15-23	11/20/2023	306.39
	Maintenanc Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	361.54
	Maintenanc Vehicle Fuel	rm Mansfield Fuel Charges 12-1 to 12-15-23	12/19/2023	281.77
	Sheriff Vehicle Fuel	Fuel for 12/1 - 12/15/2023	12/19/2023	2,744.52
	AnimalShltr Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	54.74
	IT Vehicle Fuel	rm Mansfield Fuel charges 11-16 to 11-30-2023	12/4/2023	43.75
	Parks Adm Vehicle Fuel	rm Mansfield Oil Fuel 11-1 to 11-15-23	11/20/2023	22.97
	Sheriff Clothing	Fuel for 11/16 - 11/30/2023	12/4/2023	2,424.12
Mansfield Oil Co Total				10,089.69
Marconi, Gloria	Cnsrv Emst Donation Pur Svcs	CEA Services EOY 2023 Appeal Letter	12/11/2023	200.00
Marconi, Gloria Total				200.00
Maryland Fire Equipm	FIRE/EMS Uniforms	Fire-EMS Class A Uniforms	11/30/2023	7,965.62
	FIRE/EMS Uniforms	Fire-EMS Class A Uniforms	12/7/2023	723.51
Maryland Fire Equipm Total				8,689.13
Master Engineers & D	RecCenter Engineer & Architect	A/E Services: Recreation Center Wall Repair	11/30/2023	4,200.00
Master Engineers & D Total				4,200.00
McKay, Beverly	BoS Travel	Bev McKay Travel Reimbursement	12/20/2023	315.51

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
McKay, Beverly Total				315.51
Meyercord Revenue	Treasurer Pur Svcs	Monthly Direct to Distributer	11/29/2023	50.00
Meyercord Revenue Total				50.00
Miller, Sue	Programs Pur Svcs	Chair Yoga Classes	12/15/2023	163.45
Miller, Sue Total				163.45
Montgomery, Christel	Programs Pur Svcs	health coach/workshops	12/1/2023	152.28
	County Adm Pur Svcs	cdm-employee wellness workshop 2	11/29/2023	150.00
Montgomery, Christel Total				302.28
MORRIS MICHAEL WAYNE	Personal Property Tax Current		12/27/2023	8.90
MORRIS MICHAEL WAYNE Total				8.90
Mother Nature Tree	Parks - Capital Outlay Replace	Remove 4 trees and grind up stumps at Parks and Re	12/17/2023	3,000.00
Mother Nature Tree Total				3,000.00
Motorola Solutions	Radios Mat & Sup	Westwood Radio Site-Motorola P	11/24/2023	37,200.00
	Vehicle Repeaters CO Replaceme	RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUP	11/17/2023	1,571.73
	Vehicle Repeaters CO Replaceme	RADIO COMMUNICATION EQUIPMENT, ACCESSORIES AND SUP	11/24/2023	30,240.93
Motorola Solutions Total				69,012.66
NACO	BoS Dues & Memb	cdm-county dues 2024	11/2/2023	450.00
NACO Total				450.00
Narrow Passage Press	Programs Printing & Binding	Printing of the Guide	11/27/2023	890.20
Narrow Passage Press Total				890.20
NRADC	Regional Jail Joint Ops	FY24 Q3 Operating	12/1/2023	125,759.50
NRADC Total				125,759.50
NSVRC	ARPA Broadband Project	VATI County Cash Match Installment #6	12/4/2023	540,000.00
NSVRC Total				540,000.00
Office Depot	JAS Inventory -Mtls & Supplies	Central Store-Envelopes	12/1/2023	47.96
Office Depot Total				47.96
Ohrstrom, George II	Plan Com Board Member Fees	Attd @ PC Mtgs 11/28/23 & 12/1/23	12/4/2023	100.00
Ohrstrom, George II Total				100.00
Omnicom Consulting	Westwood Tower Site Work	Westwood Tower Site Developmen	12/1/2023	1,472.00
Omnicom Consulting Total				1,472.00
Pediatric Emergency	EMS Tech SW/OL	Fire-EMS annual subscription Handtevy 2023-2024	12/13/2023	4,985.00
Pediatric Emergency Total				4,985.00
Pitney Bowes	J&D Court Postal Svcs	Postage Machine Lease-JD Court	11/29/2023	102.99
	Sheriff Postal Svcs	Postage Meter Fee	12/2/2023	74.97
	Treasurer Maint Contracts	Postage Machine-Treasurer FY20	11/29/2023	2,040.90
	District C Postal Svcs	Postage Machine Lease-Gen. Dis	11/29/2023	145.29
Pitney Bowes Total				2,364.15
Police and Sheriffs	Sheriff Uniform Communications	ID Badge	11/28/2023	17.60
Police and Sheriffs Total				17.60
Purchase Power	Bldg Insp Postal Svcs	Postage through Nov 30 2023	12/14/2023	20.58
	Com of Rev Postal Svcs	Postage through Nov 30 2023	12/14/2023	584.67
	Dev Rights Postal Svcs	Postage through Nov 30 2023	12/14/2023	84.33
	EMS Postal Services	Postage through Nov 30 2023	12/14/2023	9.99
	Plan Adm Postal Svcs	Postage through Nov 30 2023	12/14/2023	15.85
	Plan Com Postal Svcs	Postage through Nov 30 2023	12/14/2023	10.71
	Treasurer Postal Svcs	Postage through Nov 30 2023	12/14/2023	10,672.23
	BoS Postal Services	Postage through Nov 30 2023	12/14/2023	10.59
	County Adm Postal Svcs	Postage through Nov 30 2023	12/14/2023	2.52
	Electoral Postal Svcs	Postage through Nov 30 2023	12/14/2023	278.22
	Registrar Postal Svcs	Postage through Nov 30 2023	12/14/2023	65.55
Purchase Power Total				11,755.24
Quarles Energy Servi	225Rams Maint Heating	rm Quarles ACO Propane Fuel	10/12/2023	629.38
	225Rams Maint Heating	rm Quarles ACO Heating LP	11/15/2023	433.39
	225Rams Maint Heating	rm Quarles ACO Heating Fuel LP	12/14/2023	282.42
	129Rams Maint Heating	rm Quarles 129 Ramsburg Heating lp	11/15/2023	332.60
	129Rams Maint Heating	rm Qalrles 129 Ramsburg Heating Lp	12/14/2023	151.47
	100 N Church Maint Heating	rm Quarles 100 N. Propane Fuel	10/11/2023	164.10
Quarles Energy Servi Total				1,993.36
RAClarke Enterprises	Electoral Mat & Sup	Election Pins	9/25/2023	197.00
RAClarke Enterprises Total				197.00
Radial Tire	Sheriff VRP Mat & Sup	Tires -- 1901	11/27/2023	484.80
	Sheriff VRP Mat & Sup	Tires - 1901	11/28/2023	484.80
	Sheriff VRP Mat & Sup	Tires for 2102	12/6/2023	611.64
	Sheriff VRP Mat & Sup	Tires for 1903	12/13/2023	558.16
	Sheriff VRP Mat & Sup	Tires for 2101	12/14/2023	556.04
	Sheriff VRP Mat & Sup	Tires for 2001	12/19/2023	616.00
Radial Tire Total				3,311.44

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Rappahannock Electri	104Church Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	942.36
	129Rams Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	194.95
	225Rams Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	502.44
	309WMain Maint Electrical Svcs	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	63.66
	311EMain Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	582.35
	524West Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	142.31
	AlBase Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	25.35
	AlOff Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	609.76
	AlPool Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	94.98
	AlRec Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	1,686.97
	AlSoc Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	36.43
	ChurchSt Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	2,474.04
	JGC Maintenanc Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	4,823.18
	Maintenanc Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	2,869.28
	SWC Electrical Services	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	134.09
	100 N Church Maint Electric	rm REC County Electric 11-1 to 12-1-2023	12/5/2023	762.49
Rappahannock Electri Total				15,944.64
Reed, Ryan	Plan Com Board Member Fees	Attd @ 11/28/23 & 12/1/23 PC Meetings	12/11/2023	100.00
Reed, Ryan Total				100.00
Republic Services	JGC Maint Contracts	Waste Services-Gov't Dumpsters	11/30/2023	76.39
	LitterCtrl Pur Svcs	Waste Services-Gov't Dumpsters	11/30/2023	37.66
	Maintenanc Maint Contracts	Waste Services-Gov't Dumpsters	11/30/2023	1,132.41
	SWC Pur Svcs	Waste Services-Convenience Cen	11/30/2023	4,413.95
Republic Services Total				5,660.41
Rexel	104Church Maint Mat & Sup	rm Rexel 104 N. elevator bulbs	11/17/2023	28.13
	AlOff Maint Mat & Sup	rm Rexel Tennis courts M1500/bu lamps	12/5/2023	385.24
Rexel Total				413.37
Riddleberger Bros	AlRec Maint Pur Svcs	rm RBI Rec Center repairs on water heater	12/12/2023	704.46
	JGC Maintenanc Pur Svcs	101 Chalmers relocate glycol f	11/28/2023	3,000.20
	JGC Maintenanc Pur Svcs	rm RBI 101 Chalmers Ct Library Fan coil 8 no heat	11/29/2023	129.98
	Maintenanc Pur Svcs	101 Chalmers relocate glycol f	11/28/2023	1,784.80
	Maintenanc Pur Svcs	rm RBI 101 Chalmers Ct Library Fan coil 8 no heat	11/29/2023	77.32
	104Church Maint Pur Svcs	104 N. Church Replace backflow	12/6/2023	4,045.00
	129Rams Maint Pur Svcs	rm RBI 129 Ramsburg repairs during pms	11/22/2023	89.20
	129Rams Maint Pur Svcs	rm RBI 129 Ramsburg hanging heater making noise	12/6/2023	375.75
Riddleberger Bros Total				10,206.71
Ronnie L. King	Plan Com Board Member Fees	Attd @ PC Mtgs 11/28/23 & 12/1/23	12/4/2023	100.00
Ronnie L. King Total				100.00
Rose, Janine	Sheriff Travel - Sworn Staff	Mileage for Stafford Cty SO Mock Assessment	12/8/2023	102.84
	Sheriff Travel - Sworn Staff	Danville SO Assessment	12/13/2023	344.99
Rose, Janine Total				447.83
Roseville & Plaza Pe	AnimalShltr Pur Svcs	cdm-exams, testing	7/26/2023	458.74
	AnimalShltr Pur Svcs	cdm-exams, testing	9/27/2023	130.83
	AnimalShltr Pur Svcs	cdm-bloodwork & sedation	7/26/2023	260.70
	AnimalShltr Pur Svcs	cdm-bw, vax, meds	7/26/2023	220.29
	AnimalShltr Pur Svcs	cdm-exam, meds, vax	7/29/2023	144.97
	AnimalShltr Pur Svcs	cdm-exam, meds, vax	9/18/2023	255.30
	AnimalShltr Pur Svcs	cdm-cytology	8/1/2023	137.25
	AnimalShltr Pur Svcs	cdm-exam, meds, vx, testing	8/5/2023	303.17
	AnimalShltr Pur Svcs	cdm-exam, vax, meds, testing	8/9/2023	359.57
	AnimalShltr Pur Svcs	cdm-euth	8/11/2023	66.19
	AnimalShltr Pur Svcs	cdm-exams, meds, bw, vax	8/24/2023	1,302.92
	AnimalShltr Pur Svcs	cdm-exams, meds, vax	8/28/2023	362.97
	AnimalShltr Pur Svcs	cdm-exam, fecal, deworming	8/29/2023	120.38
	AnimalShltr Pur Svcs	cdm-vax, meds	8/29/2023	50.25
	AnimalShltr Pur Svcs	cdm-exam, sedation, testing, meds	9/5/2023	470.51
	AnimalShltr Pur Svcs	cdm-exams, testing, meds, mc	9/6/2023	338.20
	AnimalShltr Pur Svcs	cdm-exam, imaging	9/7/2023	221.35
	AnimalShltr Pur Svcs	cdm-panleuk testing	9/8/2023	141.76
	AnimalShltr Pur Svcs	cdm-doxycycline	9/13/2023	46.80
	AnimalShltr Pur Svcs	cdm-exam, bw, vax	9/19/2023	403.31
	AnimalShltr Pur Svcs	cdm-exams, meds, dental, vax	10/5/2023	1,351.93
	AnimalShltr Pur Svcs	cdm-exam, euth	10/9/2023	113.07
	AnimalShltr Pur Svcs	cdm-exam, meds, testing, vax	10/13/2023	432.33
	AnimalShltr Pur Svcs	cdm-vax, testing	12/5/2023	136.88
	AnimalShltr Pur Svcs	cdm-vax, testing	10/16/2023	573.69
	AnimalShltr Pur Svcs	cdm-testing	10/16/2023	185.60
	AnimalShltr Pur Svcs	cdm-exams, testing, meds	10/19/2023	470.56
	AnimalShltr Pur Svcs	cdm-exam, vax, testing, meds	10/20/2023	405.15

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Roseville & Plaza Pe	AnimalShltr Pur Svcs	cdm-exam, fecals, meds, vax	10/23/2023	540.12
	AnimalShltr Pur Svcs	cdm-exam, meds, testing, vax, rads	10/30/2023	1,206.95
	AnimalShltr Pur Svcs	cdm-exam, deworm, meds, vax	11/1/2023	411.08
	AnimalShltr Pur Svcs	cdm-exams, meds	11/2/2023	410.19
	AnimalShltr Pur Svcs	cdm-exams, rads, meds	11/9/2023	520.84
	AnimalShltr Pur Svcs	cdm-testing,vax,euth	11/20/2023	291.55
	AnimalShltr Pur Svcs	cdm-exams, vax, testing, meds	11/28/2023	739.15
	AnimalShltr Pur Svcs	cdm-rx diet	12/5/2023	53.99
	AnimalShltr Pur Svcs	cdm-rabies vax	12/11/2023	52.80
Roseville & Plaza Pe Total				13,691.34
SANDY TIMOTHY ALSTON	Personal Property Tax Current		12/11/2023	225.17
SANDY TIMOTHY ALSTON Total				225.17
SCHUTTE ANDY	General Overpayment Account	REFUND	11/28/2023	95.29
SCHUTTE ANDY Total				95.29
Secure Shred	Sheriff Pur Svcs	Monthly Shred Services	12/1/2023	55.00
Secure Shred Total				55.00
Shallow Creek Electr	AIRec Maint Pur Svcs	rm Shallow Creek Rec Center Replace Discos 400Amp	11/30/2023	6,716.33
Shallow Creek Electr Total				6,716.33
Shannon-Baum Signs I	Maintenanc Mat & Sup	rm Shannon B Maint Road signs	12/4/2023	195.00
Shannon-Baum Signs I Total				195.00
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber 12/1-12/31	12/1/2023	2,227.55
	IT Telecomm Online Tech	Government Shentel Dark Fiber 12/1-12/31	12/1/2023	992.98
	Maintenanc Telephone	Government Shentel Dark Fiber 12/1-12/31	12/1/2023	121.65
Shentel Total				3,342.18
Signet Screen Printi	Bldg Insp Mat & Sup	Building Department Apparel	12/7/2023	466.37
Signet Screen Printi Total				466.37
SINGER KRISTEN MARIE	Personal Property Tax Current		12/11/2023	74.26
SINGER KRISTEN MARIE Total				74.26
Solenberger	Maintenanc Mat & Sup	rm Solenberger Maint thrift cleaner	12/5/2023	64.98
Solenberger Total				64.98
Spirit of Jefferson	Rec Center Advertising	ad craft show	10/25/2023	139.00
Spirit of Jefferson Total				139.00
SPRINGER ALLAN FELTO	Personal Property Tax Current		12/11/2023	460.84
SPRINGER ALLAN FELTO Total				460.84
SRFAX	IT Tech SW/OL	Online Fax service 12/06/23 - 1/05/24	12/6/2023	70.98
SRFAX Total				70.98
Staelin, John	Plan Com Board Member Fees	Attd @ PC Mtg 12/1/23	12/4/2023	50.00
Staelin, John Total				50.00
Staples Technology S	District C Mat & Sup	Magazine Display Rack	11/30/2023	204.05
	Inform Noncap Ofc Equip	Office Chair	11/30/2023	138.00
Staples Technology S Total				342.05
Stericycle	Com of Rev Pur Svcs	shredding	11/7/2023	54.95
Stericycle Total				54.95
Stotlemyer, Andrew	Sheriff Travel - Sworn Staff	Per Diem - Money Launder Class - Stotlemyer	12/8/2023	160.00
Stotlemyer, Andrew Total				160.00
Sumption, Travis	Sheriff Travel - Sworn Staff	VLEPSC Meeting - mileage	12/12/2023	96.00
	Sheriff Travel - Sworn Staff	New Sheriffs School	12/12/2023	101.00
Sumption, Travis Total				197.00
Supply Room, The	J&D Court Mat & Sup	Tissues, disinf wipes	11/20/2023	75.11
Supply Room, The Total				75.11
Thomson Reuters	Comm Atty Dues & Memb	December 2023	12/1/2023	81.00
Thomson Reuters Total				81.00
Tidal Wave Athletics	Programs Pur Svcs	Gymnastics classes	12/15/2023	699.00
Tidal Wave Athletics Total				699.00
Town of Berryville	104Church Maint Water & Sewer	rm TOB Water and Sewer 104 N. Church St	11/27/2023	92.37
	129Rams Maint Water & Sewer	rm TOB Water and Sewer 129 Ramsburg Ln	11/27/2023	70.83
	309WMain Maint Water & Sewer	rm TOB Water and Sewer 309 W. Main St	11/27/2023	56.53
	311EMain Maint Water & Sewer	rm TOB Water and Sewer 313 E. Main St	11/27/2023	61.95
	311EMain Maint Water & Sewer	rm TOB Water and Sewer 311 E. Main St	11/27/2023	61.95
	AIOff Maint Water & Sewer	rm TOB Water and Sewer Park LL	11/27/2023	30.93
	AIOff Maint Water & Sewer	rm TOB Water and Sewer Park House	11/27/2023	584.25
	AIPool Maint Water & Sewer	rm TOB Water and Sewer Pool	11/27/2023	481.17
	AIRec Maint Water & Sewer	rm TOB Water and Sewer Rec Center	11/27/2023	400.62
	JGC Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Chalmers Ct	11/27/2023	134.21
	Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Chalmers Ct	11/27/2023	79.84
	100 N Church Maint Wtr & Sewr	rm TOB Water and Sewer 100 N. Church	11/27/2023	417.83
Town of Berryville Total				2,472.48
Treasurer Of Virgini	Clk of CC Maint Contracts	CIS Annual maintenance 1/2 year	12/13/2023	250.00
	Exam&Bury Pur Svcs	J. Stranger	11/29/2023	20.00

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Treasurer Of Virgini	Exam&Bury Pur Svcs	L. Snellings	12/8/2023	20.00
Treasurer Of Virgini Total				290.00
TrueShred	Registrar Pur Svcs	shredding	12/8/2023	64.00
TrueShred Total				64.00
Truist Bank	AnimalShltr Mat & Sup	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	838.58
	BoS Travel	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	315.51
	County Adm Miscellaneous Expen	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	114.19
	Econ Dev Mat & Sup	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	180.25
	Econ Dev Pur Svcs	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	42.78
	EMS Mat & Sup	Fire-EMS credit card statement 12/9/2023	12/9/2023	80.00
	EMS Miscellaneous	Fire-EMS credit card statement 12/9/2023	12/9/2023	110.08
	EMS Postal Services	Fire-EMS credit card statement 12/9/2023	12/9/2023	10.75
	EMS Vehicle Fuel	Fire-EMS credit card statement 12/9/2023	12/9/2023	30.19
	FIRE Personal Protection Equip	Fire-EMS credit card statement 12/9/2023	12/9/2023	94.85
	FIRE/EMS Uniforms	Fire-EMS credit card statement 12/9/2023	12/9/2023	226.87
	IT Tech SW/OL	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	381.85
	Maintenanc Mat & Sup	rm Truist Credit Card 11-11 to 12-07-23	12/9/2023	1,163.13
	Plan Adm Postal Svcs	USPS Plats to VDOT	12/9/2023	27.04
	Programs Pur Svcs	back ground check	12/6/2023	10.23
	Sheriff COS Mat & Sup	Monthly Statement	12/9/2023	119.97
	Sheriff Dues & Memb	Monthly Statement	12/9/2023	64.99
	Sheriff Mat & Sup	Monthly Statement	12/9/2023	532.03
	Sheriff Postal Svcs	Monthly Statement	12/9/2023	8.80
	Sheriff PSU Mat & Sup	Monthly Statement	12/9/2023	296.33
	Sheriff SOS Mat & Sup	Monthly Statement	12/9/2023	310.01
	Sheriff Travel - Sworn Staff	Monthly Statement	12/9/2023	1,123.40
	Sheriff Travel - Sworn Staff	Hotel for Deputies for Classes - Stotlemeyer/Wyne	12/9/2023	521.64
	Sheriff Uniform Sworn Staff	Monthly Statement	12/9/2023	479.29
	Radios Capital Outlay Replacem	Monthly Statement	12/9/2023	211.35
	Plan Adm Dues & Memb	VAZO 2024 Membership Renewal	12/9/2023	100.00
	EMS Pur Svcs-Employee Training	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	1,000.00
	EMS Pur Svcs-Employee Training	Fire-EMS credit card statement 12/9/2023	12/9/2023	1,000.00
	County Adm Pur Svcs	cdm-credit card BoS, Econ, IT, AniShelter, FiEMS	12/9/2023	64.38
	Plan Adm Mat & Sup	December 2023 Otter	12/9/2023	16.99
	100 N Church Maint Mat & Sup	rm Truist Credit Card 11-11 to 12-07-23	12/9/2023	50.53
Truist Bank Total				9,526.01
Uline	Bldg Insp Mat & Sup	Office Rugs Replacement	11/27/2023	555.65
Uline Total				555.65
US Geological Survey	Water Qual Pur Svcs	N Shen Valley Aquifer System 7/1/23-9/30/23	11/18/2023	8,305.00
US Geological Survey Total				8,305.00
Vacorp	Vol Fire Worker's Comp	Fire-EMS vol WC policy-audit addt'l members FY23	12/18/2023	4,496.00
Vacorp Total				4,496.00
Valley Health	EMS Mat & Sup	Fire-EMS WMC supply program	12/1/2023	1,414.95
Valley Health Total				1,414.95
Vega, Annabella	Bldg Insp Travel	Permit Tech Class March 2023	12/18/2023	96.94
Vega, Annabella Total				96.94
Verizon	Sheriff Telephone	Montly Fees	11/30/2023	52.20
Verizon Total				52.20
Veterinary Community	AnimalShltr Mat & Sup	cdm-k9/fe vax & meds	12/10/2023	515.32
	AnimalShltr Pur Svcs	cdm-k9/fe vax & meds	12/10/2023	1,515.00
Veterinary Community Total				2,030.32
Virginia Tech	AIOff Maint Pur Svcs	rm VA Tech Park Soil testing	11/8/2023	30.00
	Coop Ext VPI Agent	Billing Salary FY 2024 1st Quarter	11/20/2023	10,047.37
Virginia Tech Total				10,077.37
VITA	Clk of CC Telephone	Nov phone bill 2023	12/1/2023	0.49
	District C Telephone	Nov phone bill 2023	12/1/2023	110.16
	IT Telephone	Nov phone bill 2023	12/1/2023	140.14
	J&D Court Telephone	Nov phone bill 2023	12/1/2023	0.06
	Maintenanc Telephone	Nov phone bill 2023	12/1/2023	64.83
	Sheriff Telephone	Nov phone bill 2023	12/1/2023	2,947.78
VITA Total				3,263.46
VVAN	VictimWit Dues & Memb	Please send check to Beth	12/18/2023	150.00
VVAN Total				150.00
Walmart	Programs Mat & Sup	supplies	12/15/2023	339.41
	Rec Center Mat & Sup	supplies	12/15/2023	52.83
	Rec Center Merch for Resale	supplies	12/15/2023	79.84
Walmart Total				472.08
Washington Gas	104Church Maint Heating	104 N Church 11/15-12/13	12/15/2023	64.83
	JGC Maintenanc Heating	101 Chalmers Ct 10/13-11/14	11/22/2023	1,173.35

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Washington Gas	JGC Maintenanc Heating	101 Chalmers Ct 11/15-12/13	12/15/2023	1,095.22
	Maintenanc Heating	101 Chalmers Ct 10/13-11/14	11/22/2023	698.02
	Maintenanc Heating	101 Chalmers Ct 11/15-12/13	12/15/2023	651.55
	100 N Church Maint Heating	100 N Church 11/15-12/13	12/15/2023	200.82
Washington Gas Total				3,883.79
Winchester Star	Plan Com Advertising	PC PH Ad 12/1/23 Invoice #007135144	12/4/2023	246.70
	Plan Com Advertising	PC PH on 12/01 Ad Ran 11/17 & 11/24	11/30/2023	246.70
Winchester Star Total				493.40
Wyne, Jessica	Sheriff Travel - Sworn Staff	Per Diem - First Line Supervisor Class - wyne	12/13/2023	196.00
Wyne, Jessica Total				196.00
Grand Total				1,108,387.92

Clarke County
FY 24 YTD Budget Report
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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% Used
11010-Board of Supervisors						
11010	1300	BoS Part Time Salaries	13,800.00	6,900.00	6,900.00	50%
11010	2100	BoS FICA	948.00	422.34	525.66	45%
11010	2300	BoS Health Ins	20,307.19	9,800.61	10,506.58	48%
11010	2700	BoS Worker's Comp	8.76	8.47	0.29	97%
11010	3000	BoS Pur Svcs	1,500.00	780.00	720.00	52%
11010	3600	BoS Advertising	5,600.00	1,466.06	4,133.94	26%
11010	5210	BoS Postal Services	500.00	22.56	477.44	5%
11010	5230	BoS Telephone	35.00	0.00	35.00	0%
11010	5300	BoS Insurance	4,200.00	3,969.00	231.00	95%
11010	5500	BoS Travel	4,000.00	2,220.40	1,779.60	56%
11010	5800	BoS Miscellaneous Expenditures	2,200.00	1,062.37	1,137.63	48%
11010	5810	BoS Dues & Memb	5,500.00	4,372.00	1,128.00	79%
11010	6000	BoS Mat & Sup	800.00	0.00	800.00	0%
11010-Board of Supervisors Total			59,398.95	31,023.81	28,375.14	52%
12110-County Administrator						
12110	1100	County Adm Salaries	275,542.56	135,236.58	140,305.98	49%
12110	1300	County Adm Part Time Salaries	42,184.00	14,675.05	27,508.95	35%
12110	2100	County Adm FICA	23,664.75	10,895.70	12,769.05	46%
12110	2210	County Adm VRS 1&2	19,446.00	9,723.18	9,722.82	50%
12110	2220	County Adm VRS Hybrid	11,685.00	5,842.50	5,842.50	50%
12110	2300	County Adm Health Ins	20,307.37	10,153.68	10,153.69	50%
12110	2400	County Adm Life Ins	3,625.00	1,812.12	1,812.88	50%
12110	2510	County Adm Dis Ins Hybrid	536.00	268.02	267.98	50%
12110	2700	County Adm Workers Comp	199.63	196.59	3.04	98%
12110	3000	County Adm Pur Svcs	6,000.00	2,369.45	3,630.55	39%
12110	3320	County Adm Maint Contracts	5,000.00	0.00	5,000.00	0%
12110	3500	County Adm Printing & Binding	200.00	0.00	200.00	0%
12110	3600	County Adm Advertising	500.00	0.00	500.00	0%
12110	5210	County Adm Postal Svcs	1,000.00	10.65	989.35	1%
12110	5230	County Adm Telephone	800.00	317.34	482.66	40%
12110	5500	County Adm Travel	2,500.00	746.52	1,753.48	30%
12110	5800	County Adm Miscellaneous Expen	2,000.00	694.79	1,305.21	35%
12110	5810	County Adm Dues & Memb	1,800.00	350.00	1,450.00	19%
12110	6000	County Adm Mat & Sup	4,000.00	1,295.83	2,704.17	32%
12110	6008	County Adm Vehicle Fuel	2,200.00	989.36	1,210.64	45%
12110-County Administrator Total			423,190.31	195,577.36	227,612.95	46%
12120-Public Information Serv						
12120	1100	Inform Salaries - Regular	47,694.00	23,847.12	23,846.88	50%
12120	2100	Inform FICA	3,649.00	1,811.46	1,837.54	50%
12120	2220	Inform VRS Hybrid	5,490.00	2,744.88	2,745.12	50%
12120	2300	Inform Health Ins	9,627.81	5,076.84	4,550.97	53%
12120	2400	Inform Life Ins	639.00	319.56	319.44	50%
12120	2510	Inform Dis Ins Hybrid	252.00	125.94	126.06	50%
12120	2700	Inform Workers Comp	29.71	29.27	0.44	99%
12120	3000	Inform Pur Svcs	6,000.00	7,577.90	(1,577.90)	126%
12120	5210	Inform Postal Svcs	100.00	0.00	100.00	0%

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12120	5230	Inform Telephone	200.00	0.00	200.00	0%
12120	5500	Inform Travel	500.00	0.00	500.00	0%
12120	6000	Inform Mat & Sup	500.00	0.00	500.00	0%
12120	6035	Inform Noncap Ofc Equip	0.00	138.00	(138.00)	100%
12120-Public Information Serv Total			74,681.52	41,670.97	33,010.55	56%
12210-Legal Services						
12210	3000	Legal Svc Pur Svcs	35,000.00	3,147.50	31,852.50	9%
12210-Legal Services Total			35,000.00	3,147.50	31,852.50	9%
12310-Commissioner of Revenue						
12310	1100	Com of Rev Salaries	188,370.00	94,185.12	94,184.88	50%
12310	1300	Com of Rev Part Time Salaries	27,150.00	14,599.08	12,550.92	54%
12310	2100	Com of Rev FICA	15,064.00	7,726.33	7,337.67	51%
12310	2210	Com of Rev VRS 1&2	21,682.00	10,840.68	10,841.32	50%
12310	2300	Com of Rev Health Ins	35,169.82	17,473.58	17,696.24	50%
12310	2400	Com of Rev Life Ins	2,524.00	1,262.04	1,261.96	50%
12310	2700	Com of Rev Workers Comp	135.45	133.43	2.02	99%
12310	3000	Com of Rev Pur Svcs	1,800.00	336.03	1,463.97	19%
12310	3320	Com of Rev Maint Contracts	300.00	45.00	255.00	15%
12310	3500	Com of Rev Printing & Binding	300.00	0.00	300.00	0%
12310	3600	Com of Rev Advertising	100.00	0.00	100.00	0%
12310	4100	Com of Rev Data Processing	5,000.00	3,190.00	1,810.00	64%
12310	5210	Com of Rev Postal Svcs	2,000.00	1,353.67	646.33	68%
12310	5230	Com of Rev Telephone	200.00	56.00	144.00	28%
12310	5500	Com of Rev Travel	2,000.00	511.47	1,488.53	26%
12310	5510	Com of Rev Local Mileage	300.00	0.00	300.00	0%
12310	5810	Com of Rev Dues & Memb	800.00	275.00	525.00	34%
12310	6000	Com of Rev Mat & Sup	1,200.00	654.38	545.62	55%
12310	6035	Com of Rev Noncap Ofc Equip	200.00	0.00	200.00	0%
12310-Commissioner of Revenue Total			304,295.27	152,641.81	151,653.46	50%
12410-Treasurer						
12410	1100	Treasurer Salaries	266,550.00	110,067.29	156,482.71	41%
12410	1200	Treasurer Overtime	0.00	634.52	(634.52)	100%
12410	2100	Treasurer FICA	19,324.00	8,322.72	11,001.28	43%
12410	2210	Treasurer VRS 1&2	11,165.00	5,582.64	5,582.36	50%
12410	2220	Treasurer VRS Hybrid	19,514.00	6,840.58	12,673.42	35%
12410	2300	Treasurer Health Ins	65,865.34	20,058.74	45,806.60	30%
12410	2400	Treasurer Life Ins	3,572.00	1,446.33	2,125.67	40%
12410	2510	Treasurer Dis Ins Hybrid	895.00	313.80	581.20	35%
12410	2700	Treasurer Workers Comp	174.25	142.10	32.15	82%
12410	2800	Treasurer Leave Pay	0.00	2,720.79	(2,720.79)	100%
12410	3000	Treasurer Pur Svcs	1,500.00	283.96	1,216.04	19%
12410	3180	Treasurer Credit Card Fees	30,000.00	5,128.18	24,871.82	17%
12410	3190	Treasurer DMV Stop	10,000.00	3,675.00	6,325.00	37%
12410	3320	Treasurer Maint Contracts	5,400.00	5,162.15	237.85	96%
12410	3500	Treasurer Printing & Binding	8,000.00	4,138.13	3,861.87	52%
12410	3600	Treasurer Advertising	500.00	0.00	500.00	0%
12410	5210	Treasurer Postal Svcs	29,000.00	12,375.03	16,624.97	43%

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12410	5230	Treasurer Telephone	300.00	28.00	272.00	9%
12410	5500	Treasurer Travel	3,000.00	608.02	2,391.98	20%
12410	5510	Treasurer Local Mileage	400.00	137.55	262.45	34%
12410	5810	Treasurer Dues & Memb	600.00	525.00	75.00	88%
12410	6000	Treasurer Mat & Sup	15,000.00	3,295.44	11,704.56	22%
12410-Treasurer Total			490,759.59	191,485.97	299,273.62	39%
12510-Data Processing/IT						
12510	1100	IT Salaries	187,264.00	93,632.22	93,631.78	50%
12510	2100	IT FICA	14,218.00	7,142.68	7,075.32	50%
12510	2210	IT VRS 1&2	12,652.00	6,326.16	6,325.84	50%
12510	2220	IT VRS Hybrid	8,902.00	4,450.92	4,451.08	50%
12510	2300	IT Health Ins	20,306.57	10,153.68	10,152.89	50%
12510	2400	IT Life Ins	2,509.00	1,254.66	1,254.34	50%
12510	2510	IT Dis Ins Hybrid	408.00	204.18	203.82	50%
12510	2700	IT Workers Comp	116.66	114.92	1.74	99%
12510	3320	IT Maint Contracts	5,500.00	1,625.00	3,875.00	30%
12510	5210	IT Postal Svcs	100.00	0.00	100.00	0%
12510	5230	IT Telephone	8,000.00	553.15	7,446.85	7%
12510	5240	IT Telecomm Online Tech	20,000.00	7,524.96	12,475.04	38%
12510	5400	IT Leases & Rentals	25,560.00	13,365.30	12,194.70	52%
12510	5500	IT Travel	1,000.00	0.00	1,000.00	0%
12510	5810	IT Dues & Memb	100.00	50.00	50.00	50%
12510	6000	IT Mat & Sup	2,000.00	0.00	2,000.00	0%
12510	6008	IT Vehicle Fuel	100.00	93.19	6.81	93%
12510	6040	IT Tech SW/OL	82,054.79	48,679.05	33,375.74	59%
12510	6050	IT Noncap Technology Hardware	45,000.00	9,690.25	35,309.75	22%
12510-Data Processing/IT Total			435,791.02	204,860.32	230,930.70	47%
13100-Electoral Board and Officials						
13100	1300	Electoral Part Time Salaries	7,232.00	2,561.28	4,670.72	35%
13100	2100	Electoral FICA	552.00	195.94	356.06	35%
13100	2700	Electoral Workers Comp	4.82	4.75	0.07	99%
13100	3000	Electoral Pur Svcs	9,165.00	4,273.25	4,891.75	47%
13100	3160	Electoral Board Member Fees	34,650.00	9,409.47	25,240.53	27%
13100	3320	Electoral Maint Contracts	9,000.00	5,835.50	3,164.50	65%
13100	3500	Electoral Printing & Binding	8,800.00	4,268.27	4,531.73	49%
13100	3600	Electoral Advertising	600.00	192.00	408.00	32%
13100	5210	Electoral Postal Svcs	4,100.00	1,063.05	3,036.95	26%
13100	5400	Electoral Leases & Rentals	3,150.00	780.70	2,369.30	25%
13100	5500	Electoral Travel	1,500.00	0.00	1,500.00	0%
13100	5510	Electoral Local Mileage	1,500.00	111.35	1,388.65	7%
13100	5810	Electoral Dues & Memb	200.00	200.00	0.00	100%
13100	6000	Electoral Mat & Sup	2,600.00	987.80	1,612.20	38%
13100	6035	Electoral Noncap Office Equip	1,400.00	0.00	1,400.00	0%
13100-Electoral Board and Officials Total			84,453.82	29,883.36	54,570.46	35%
13200-Registrar						
13200	1100	Registrar Salaries	130,218.00	63,409.08	66,808.92	49%
13200	1300	Registrar Part Time Salaries	10,856.00	4,843.23	6,012.77	45%

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13200	2100	Registrar FICA	12,286.00	5,197.72	7,088.28	42%
13200	2210	Registrar VRS 1&2	16,329.00	7,298.34	9,030.66	45%
13200	2300	Registrar Health Ins	20,153.38	10,153.68	9,999.70	50%
13200	2400	Registrar Life Ins	1,897.00	849.66	1,047.34	45%
13200	2700	Registrar Workers Comp	66.99	65.99	1.00	99%
13200	3000	Registrar Pur Svcs	1,540.00	128.00	1,412.00	8%
13200	3320	Registrar Maint Contracts	2,640.00	0.00	2,640.00	0%
13200	5210	Registrar Postal Svcs	2,024.00	583.23	1,440.77	29%
13200	5230	Registrar Telephone	1,100.00	261.34	838.66	24%
13200	5500	Registrar Travel	1,600.00	965.68	634.32	60%
13200	5510	Registrar Local Mileage	700.00	256.36	443.64	37%
13200	5810	Registrar Dues & Memb	300.00	0.00	300.00	0%
13200	6000	Registrar Mat & Sup	1,210.00	1,044.68	165.32	86%
13200-Registrar Total			202,920.37	95,056.99	107,863.38	47%
21100-Circuit Court						
21100	5841	Circuit C Juror Pay	7,000.00	2,100.00	4,900.00	30%
21100	5842	Circuit C Jury Comm	270.00	200.00	70.00	74%
21100	6000	Circuit C Mat & Sup	0.00	186.00	(186.00)	100%
21100	7000	Circuit Ct Pyt to Joint Ops	12,000.00	7,410.12	4,589.88	62%
21100-Circuit Court Total			19,270.00	9,896.12	9,373.88	51%
21200-General District Court						
21200	3000	District C Pur Svcs	3,000.00	3,000.00	0.00	100%
21200	3150	District C Legal Svcs	270.00	0.00	270.00	0%
21200	3320	District C Maint Contracts	700.00	410.09	289.91	59%
21200	5210	District C Postal Svcs	900.00	290.58	609.42	32%
21200	5230	District C Telephone	2,000.00	975.29	1,024.71	49%
21200	5500	District C Travel	500.00	0.00	500.00	0%
21200	5810	District C Dues & Memb	50.00	50.00	0.00	100%
21200	6000	District C Mat & Sup	700.00	606.74	93.26	87%
21200-General District Court Total			8,120.00	5,332.70	2,787.30	66%
21510-Blue Ridge Legal Services						
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	0.00	100%
21510-Blue Ridge Legal Services Total			1,500.00	1,500.00	0.00	100%
21600-Juvenile & Domestic Relations						
21600	3000	J&D Court Pur Svcs	3,000.00	3,000.00	0.00	100%
21600	3320	J&D Court Maint Contracts	700.00	527.37	172.63	75%
21600	5210	J&D Court Postal Svcs	700.00	205.98	494.02	29%
21600	5230	J&D Court Telephone	700.00	406.04	293.96	58%
21600	5500	J&D Court Travel	500.00	0.00	500.00	0%
21600	5810	J&D Court Dues & Memb	50.00	50.00	0.00	100%
21600	6000	J&D Court Mat & Sup	750.00	75.11	674.89	10%
21600-Juvenile & Domestic Relations Total			6,400.00	4,264.50	2,135.50	67%
21700-Clerk of the Circuit Court						
21700	1100	Clk of CC Salaries	209,768.00	105,027.80	104,740.20	50%
21700	2100	Clk of CC FICA	16,047.00	8,055.94	7,991.06	50%
21700	2210	Clk of CC VRS 1&2	14,285.00	7,142.58	7,142.42	50%
21700	2220	Clk of CC VRS Hybrid	9,860.00	4,946.20	4,913.80	50%

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21700	2400	Clk of CC Life Ins	2,811.00	1,407.37	1,403.63	50%
21700	2510	Clk of CC Dis Ins Hybrid	452.00	226.90	225.10	50%
21700	2700	Clk of CC Workers Comp	130.68	128.73	1.95	99%
21700	3000	Clk of CC Pur Svcs	4,435.00	1,935.00	2,500.00	44%
21700	3320	Clk of CC Maint Contracts	24,435.00	2,093.02	22,341.98	9%
21700	3510	Clk of CC Microfilming	7,000.00	2,358.32	4,641.68	34%
21700	5210	Clk of CC Postal Svcs	5,800.00	1,800.46	3,999.54	31%
21700	5230	Clk of CC Telephone	1,025.00	612.55	412.45	60%
21700	5810	Clk of CC Dues & Memb	370.00	370.00	0.00	100%
21700	6000	Clk of CC Mat & Sup	4,565.00	3,831.82	733.18	84%
21700-Clerk of the Circuit Court Total			300,983.68	139,936.69	161,046.99	46%
21910-Victim and Witness Assistance						
21910	1100	VictimWit Regular Salary	51,108.00	25,804.02	25,303.98	50%
21910	1300	VictimWit Part Time Sal	14,815.00	8,385.89	6,429.11	57%
21910	2100	VictimWit FICA	5,043.00	2,620.71	2,422.29	52%
21910	2210	VictimWit VRS 1&2	5,883.00	2,970.06	2,912.94	50%
21910	2400	VictimWit Life Ins	685.00	345.78	339.22	50%
21910	2700	VictimWit Workers Comp	41.24	40.45	0.79	98%
21910	3000	VictimWit Pur Svcs	150.00	0.00	150.00	0%
21910	5210	VictimWit Postal Svcs	500.00	0.00	500.00	0%
21910	5230	VictimWit Telephone	500.00	208.18	291.82	42%
21910	5500	VictimWit Travel	1,500.00	894.00	606.00	60%
21910	5810	VictimWit Dues & Memb	500.00	150.00	350.00	30%
21910	6000	VictimWit Mat & Sup	1,000.00	137.97	862.03	14%
21910-Victim and Witness Assistance Total			81,725.24	41,557.06	40,168.18	51%
21940-Regional Court Services						
21940	5600	Regional Crt Svc Entity Gift	8,000.00	8,000.00	0.00	100%
21940-Regional Court Services Total			8,000.00	8,000.00	0.00	100%
22100-Commonwealth's Attorney						
22100	1100	Comm Atty Salaries	328,524.61	164,338.20	164,186.41	50%
22100	1100	Comm Atty VSTOP Salaries	8,724.00	4,036.32	4,687.68	46%
22100	1300	Comm Atty Part Time Salaries	15,564.00	8,974.62	6,589.38	58%
22100	1300	Comm Atty VSTOP PT Salaries	18,511.00	9,255.36	9,255.64	50%
22100	2100	Comm Atty FICA	26,727.50	13,157.32	13,570.18	49%
22100	2100	Comm Atty VSTOP FICA	668.00	646.69	21.31	97%
22100	2210	Comm Atty VRS 1&2	15,927.00	3,334.14	12,592.86	21%
22100	2210	Comm Atty VSTOP VRS 1&2	1,004.00	439.20	564.80	44%
22100	2220	Comm Atty VRS Hybrid	21,885.60	15,606.48	6,279.12	71%
22100	2300	Comm Atty Health Ins	37,121.51	19,423.08	17,698.43	52%
22100	2400	Comm Atty Life Ins	4,402.41	2,205.06	2,197.35	50%
22100	2400	Comm Atty VSTOP Life Ins	117.00	51.12	65.88	44%
22100	2510	Comm Atty Dis Ins Hybrid	1,003.65	715.98	287.67	71%
22100	2700	Comm Atty Workers Comp	227.38	159.99	67.39	70%
22100	2700	Comm Atty VSTOP Workers Comp	5.44	5.17	0.27	95%
22100	3000	Comm Atty Pur Svcs	100.00	0.00	100.00	0%
22100	3320	Comm Atty Maint Contracts	750.00	503.10	246.90	67%
22100	5210	Comm Atty Postal Svcs	1,500.00	680.00	820.00	45%

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22100	5230	Comm Atty Telephone	2,500.00	528.39	1,971.61	21%
22100	5500	Comm Atty Travel	7,000.00	2,243.02	4,756.98	32%
22100	5549	Comm Atty Witness Travel Expen	1,500.00	0.00	1,500.00	0%
22100	5810	Comm Atty Dues & Memb	3,500.00	2,059.00	1,441.00	59%
22100	6000	Comm Atty Mat & Sup	3,500.00	1,872.25	1,627.75	53%
22100	6035	Comm Atty Noncap Office Equip	400.00	0.00	400.00	0%
22100	6040	Technology SW/OL Content	2,500.00	0.00	2,500.00	0%
22100-Commonwealth's Attorney Total			503,663.10	250,234.49	253,428.61	50%
31200-Sheriff - Total						
31200	1100	Sheriff Salaries	1,879,349.00	879,868.05	999,480.95	47%
31200	1200	Sheriff Overtime	33,500.00	71,705.65	(38,205.65)	214%
31200	1200	CITAC Overtime	5,000.00	0.00	5,000.00	0%
31200	1300	Sheriff Part Time Salaries	43,860.00	24,939.35	18,920.65	57%
31200	1660	Sheriff Emp Bonuses	27,500.00	22,000.00	5,500.00	80%
31200	2100	Sheriff FICA	149,015.00	77,418.91	71,596.09	52%
31200	2100	OCDEF Sheriff FICA	0.00	52.79	(52.79)	100%
31200	2210	Sheriff VRS 1&2	169,223.00	82,336.52	86,886.48	49%
31200	2220	Sheriff VRS Hybrid	43,588.00	19,151.69	24,436.31	44%
31200	2300	Sheriff Health Ins	266,100.53	129,075.41	137,025.12	49%
31200	2300	OCDEF Sheriff Hth Ins	0.00	95.85	(95.85)	100%
31200	2400	Sheriff Life Ins	24,776.00	11,815.11	12,960.89	48%
31200	2510	Sheriff Dis Ins Hybrid	2,000.00	878.54	1,121.46	44%
31200	2700	Sheriff Workers Comp	39,492.13	38,843.53	648.60	98%
31200	2800	Sheriff Leave Pay	0.00	5,037.73	(5,037.73)	100%
31200	2810	Sheriff Holiday Pay	59,715.00	35,490.20	24,224.80	59%
31200	2860	Sheriff LODA	21,137.02	20,981.73	155.29	99%
31200	3000	Sheriff Pur Svcs	40,000.00	13,789.47	26,210.53	34%
31200	3320	Sheriff Maint Contracts	202,284.00	106,388.76	95,895.24	53%
31200	3320	Sheriff E-Ticket Maint Svc	0.00	4,950.00	(4,950.00)	100%
31200	3350	Sheriff Insured Repair Svcs	2,100.00	0.00	2,100.00	0%
31200	3500	Sheriff Printing & Binding	1,050.00	0.00	1,050.00	0%
31200	5210	Sheriff Postal Svcs	2,320.00	596.17	1,723.83	26%
31200	5230	Sheriff Telephone	97,198.00	36,806.96	60,391.04	38%
31200	5300	Sheriff Insurance	12,000.00	10,258.56	1,741.44	85%
31200	5400	Sheriff Leases & Rentals	17,850.00	37,558.38	(19,708.38)	210%
31200	5500	Sheriff Travel	70,800.00	795.00	70,005.00	1%
31200	5500	Sheriff Travel - Communication	0.00	3,732.67	(3,732.67)	100%
31200	5500	Sheriff Travel - Sworn Staff	0.00	25,052.80	(25,052.80)	100%
31200	5800	Sheriff Miscellaneous Expendit	1,000.00	0.00	1,000.00	0%
31200	5810	Sheriff Dues & Memb	5,250.00	3,033.64	2,216.36	58%
31200	6000	Sheriff Mat & Sup	63,500.00	705.33	62,794.67	1%
31200	6000	Sheriff COS Mat & Sup	0.00	2,158.16	(2,158.16)	100%
31200	6000	Sheriff ETK Mat & Sup	25,000.00	17,717.17	7,282.83	71%
31200	6000	Sheriff PSU Mat & Sup	0.00	2,556.26	(2,556.26)	100%
31200	6000	Sheriff SOS Mat & Sup	0.00	3,942.83	(3,942.83)	100%
31200	6000	Sheriff VRP Mat & Sup	0.00	19,173.39	(19,173.39)	100%
31200	6000	ICAC Mat & Sup	5,000.00	0.00	5,000.00	0%

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31200	6008	Sheriff Vehicle Fuel	66,000.00	31,573.19	34,426.81	48%
31200	6011	Sheriff Clothing	15,650.00	2,424.12	13,225.88	15%
31200	6011	Sheriff Uniform Sworn Staff	0.00	4,143.89	(4,143.89)	100%
31200	6011	Sheriff Uniform Communications	0.00	17.60	(17.60)	100%
31200	6015	Sheriff Ammunition	28,000.00	22,324.38	5,675.62	80%
31200-Sheriff - Total Total			3,419,257.68	1,769,389.79	1,649,867.89	52%
31210-Criminal Justice Training Ctr						
31210	5600	Criminal Justice Training Ctr	21,723.00	21,723.00	0.00	100%
31210-Criminal Justice Training Ctr Total			21,723.00	21,723.00	0.00	100%
31220-Drug Task Force						
31220	5600	Drug Task Force Entity Gift	13,400.00	3,829.72	9,570.28	29%
31220-Drug Task Force Total			13,400.00	3,829.72	9,570.28	29%
32200-Volunteer Fire Companies						
32200	2510	Vol Fire Dis Ins Hybrid	11,000.00	10,323.00	677.00	94%
32200	2700	Vol Fire Worker's Comp	21,000.00	16,398.00	4,602.00	78%
32200	5300	Vol Fire Co Insurance	57,000.00	1,519.00	55,481.00	3%
32200	5600	Vol Fire Companies Entity Gift	25,000.00	0.00	25,000.00	0%
32200	5696	Recruitment/Retention-Tuition	10,500.00	309.39	10,190.61	3%
32200	5697	Vol Fire 4 for Life Grant	19,000.00	0.00	19,000.00	0%
32200	5698	Vol Fire Fire Programs	38,000.00	37,955.01	44.99	100%
32200	6000	Vol Fire Mat'l Suppls	500.00	0.00	500.00	0%
32200-Volunteer Fire Companies Total			182,000.00	66,504.40	115,495.60	37%
32201-Blue Ridge Volunteer Fire Co						
32201	2860	Blue Ridge Vol Fire Co LODA	1,776.50	1,711.90	64.60	96%
32201	5510	Blue Ridge Vol Fire Fee for Svc	8,000.00	5,333.44	2,666.56	67%
32201	5600	Blue Ridge Vol Fire Co Contrib	90,000.00	45,000.00	45,000.00	50%
32201-Blue Ridge Volunteer Fire Co Total			99,776.50	52,045.34	47,731.16	52%
32202-Boyce Volunteer Fire Co						
32202	2860	Boyce Volunteer Fire Co LODA	3,344.00	3,222.40	121.60	96%
32202	5510	Boyce Vol Fire Co Fee for Svc	25,000.00	5,375.11	19,624.89	22%
32202	5600	Boyce Volunteer Fire Co Contr	90,000.00	45,000.00	45,000.00	50%
32202-Boyce Volunteer Fire Co Total			118,344.00	53,597.51	64,746.49	45%
32203-Enders Volunteer Fire Co						
32203	2860	Enders Volunteer Fire Co LODA	5,434.00	5,236.40	197.60	96%
32203	5510	Enders Vol Fire Co Fee for Svc	80,000.00	45,165.27	34,834.73	56%
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	45,000.00	45,000.00	50%
32203-Enders Volunteer Fire Co Total			175,434.00	95,401.67	80,032.33	54%
32310-Fire and Rescue Services						
32310	1100	EMS Salaries	1,085,000.00	555,196.48	529,803.52	51%
32310	1100	SAFER Grant Salaries	0.00	0.00	0.00	100%
32310	1200	EMS Overtime	100,000.00	111,606.92	(11,606.92)	112%
32310	1300	EMS Part Time Salaries	100,000.00	36,774.51	63,225.49	37%
32310	2100	EMS FICA	95,954.50	52,740.39	43,214.11	55%
32310	2100	SAFER Grant FICA	0.00	0.00	0.00	100%
32310	2210	EMS VRS 1&2	118,463.00	61,287.65	57,175.35	52%
32310	2210	SAFER Grant VRS 1&2	0.00	0.00	0.00	100%
32310	2220	EMS VRS Hybrid	6,422.00	3,211.20	3,210.80	50%

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32310	2300	EMS Health Ins	214,203.53	98,472.65	115,730.88	46%
32310	2300	SAFER Grant Health Ins	0.00	0.00	0.00	100%
32310	2400	EMS Life Ins	14,538.00	7,509.03	7,028.97	52%
32310	2400	SAFER Grant Group Life Ins	0.00	0.00	0.00	100%
32310	2510	EMS Dis Ins Hybrid	295.00	147.30	147.70	50%
32310	2700	EMS Workers Comp	33,816.44	30,299.19	3,517.25	90%
32310	2800	EMS Annual Leave Payouts	0.00	2,773.44	(2,773.44)	100%
32310	2810	EMS Holiday Pay	40,000.00	22,716.58	17,283.42	57%
32310	2860	EMS LODA	15,958.07	17,668.48	(1,710.41)	111%
32310	3000	EMS Pur Svcs	94,000.00	7,802.80	86,197.20	8%
32310	3000	EMS Pur Svcs-Employee Training	15,000.00	5,614.96	9,385.04	37%
32310	5210	EMS Postal Services	200.00	114.12	85.88	57%
32310	5230	EMS Telephone	1,550.00	2,573.48	(1,023.48)	166%
32310	5230	EMS LEMPG Grant-Telephone	0.00	3,628.12	(3,628.12)	100%
32310	5500	EMS Travel	12,000.00	8,660.14	3,339.86	72%
32310	5800	EMS Miscellaneous	4,500.00	646.77	3,853.23	14%
32310	6000	EMS Mat & Sup	40,000.00	23,611.87	16,388.13	59%
32310	6000	EMS Matl's and Supplies-Train	1,000.00	298.04	701.96	30%
32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	14,455.90	(6,955.90)	193%
32310	6008	EMS Vehicle Fuel	35,000.00	14,736.20	20,263.80	42%
32310	6011	FIRE/EMS Uniforms	28,000.00	21,163.37	6,836.63	76%
32310	6011	FIRE Personal Protection Equip	34,751.00	1,717.61	33,033.39	5%
32310	6011	Fire/EMS Ballistic PPE-ARPCF	4,500.00	4,500.00	0.00	100%
32310	6040	EMS Tech SW/OL	23,000.00	24,992.45	(1,992.45)	109%
32310-Fire and Rescue Services Total			2,125,651.54	1,134,919.65	990,731.89	53%
32320-Lord Fairfax Emergency Medical						
32320	5600	Lord Fairfax EMS Contribution	6,904.00	6,904.00	0.00	100%
32320-Lord Fairfax Emergency Medical Total			6,904.00	6,904.00	0.00	100%
32400-Forestry Services						
32400	5600	Forestry Svcs Entity Gift	2,874.00	2,874.00	0.00	100%
32400-Forestry Services Total			2,874.00	2,874.00	0.00	100%
33210-Regional Jail						
33210	7000	Regional Jail Joint Ops	541,010.00	377,278.50	163,731.50	70%
33210-Regional Jail Total			541,010.00	377,278.50	163,731.50	70%
33220-Juvenile Detention Center						
33220	3840	Juv Det Ctr Intergov Svc Agree	13,146.00	3,174.00	9,972.00	24%
33220-Juvenile Detention Center Total			13,146.00	3,174.00	9,972.00	24%
33300-Probation Office						
33300	5230	Probation Telephone	100.00	28.00	72.00	28%
33300	6000	Probation Mat & Sup	300.00	0.00	300.00	0%
33300-Probation Office Total			400.00	28.00	372.00	7%
34100-Building Inspections						
34100	1100	Bldg Insp Salaries	160,154.00	80,077.14	80,076.86	50%
34100	1300	Bldg Insp Part Time Salaries	22,390.00	5,505.21	16,884.79	25%
34100	2100	Bldg Insp FICA	13,296.00	6,186.30	7,109.70	47%
34100	2210	Bldg Insp VRS 1&2	9,051.00	4,525.56	4,525.44	50%
34100	2220	Bldg Insp VRS Hybrid	9,383.00	4,691.28	4,691.72	50%

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34100	2300	Bldg Insp Health Ins	40,227.21	20,073.06	20,154.15	50%
34100	2400	Bldg Insp Life Ins	2,147.00	1,073.04	1,073.96	50%
34100	2510	Bldg Insp Dis Ins Hybrid	430.00	215.16	214.84	50%
34100	2700	Bldg Insp Workers Comp	2,215.24	2,003.34	211.90	90%
34100	3000	Bldg Insp Pur Svcs	600.00	0.00	600.00	0%
34100	3320	Bldg Insp Maint Contracts	500.00	534.64	(34.64)	107%
34100	5210	Bldg Insp Postal Svcs	150.00	94.89	55.11	63%
34100	5230	Bldg Insp Telephone	2,500.00	1,279.28	1,220.72	51%
34100	5500	Bldg Insp Travel	500.00	96.94	403.06	19%
34100	5810	Bldg Insp Dues & Memb	1,000.00	0.00	1,000.00	0%
34100	6000	Bldg Insp Mat & Sup	6,500.00	2,842.14	3,657.86	44%
34100	6008	Bldg Insp Vehicle Fuel	3,000.00	1,248.34	1,751.66	42%
34100-Building Inspections Total			274,043.45	130,446.32	143,597.13	48%
35100-Animal Control						
35100	1100	AnimalShltr Salaries	85,600.00	45,444.93	40,155.07	53%
35100	1300	AnimalShltr Part Time Salaries	14,000.00	8,758.44	5,241.56	63%
35100	2100	AnimalShltr FICA	7,386.00	4,611.12	2,774.88	62%
35100	2220	AnimalShltr VRS Hybrid	9,853.00	5,262.78	4,590.22	53%
35100	2300	AnimalShltr Health Ins	20,205.01	9,214.26	10,990.75	46%
35100	2400	AnimalShltr Life Ins	1,147.00	612.70	534.30	53%
35100	2510	AnimalShltr Dis Ins Hybrid	451.00	241.42	209.58	54%
35100	2700	AnimalShltr Workers Comp	817.68	742.19	75.49	91%
35100	2800	AnimalShltr Leave Pay	0.00	8,377.06	(8,377.06)	100%
35100	3000	AnimalShltr Pur Svcs	18,000.00	24,064.85	(6,064.85)	134%
35100	3320	AnimalShltr Maint Svc Contracts	150.00	1,245.25	(1,095.25)	830%
35100	3500	AnimalShltr Printing & Binding	200.00	0.00	200.00	0%
35100	5230	AnimalShltr Telephone	500.00	535.63	(35.63)	107%
35100	5400	Anml Shelter Leases and Rental	0.00	1.00	(1.00)	100%
35100	5500	AnimalShltr Travel	400.00	0.00	400.00	0%
35100	5510	AnimalShltr Local Mileage	100.00	0.00	100.00	0%
35100	6000	AnimalShltr Mat & Sup	12,667.86	8,253.09	4,414.77	65%
35100	6008	AnimalShltr Vehicle Fuel	1,500.00	401.08	1,098.92	27%
35100	6011	AnimalShltr Clothing	500.00	0.00	500.00	0%
35100-Animal Control Total			173,477.55	117,765.80	55,711.75	68%
35300-Med Examiner & Indigent Burial						
35300	3000	Exam&Bury Pur Svcs	200.00	40.00	160.00	20%
35300-Med Examiner & Indigent Burial Total			200.00	40.00	160.00	20%
42400-Refuse Disposal						
42400	3840	RefuseDisp Intergov Svc Agreem	194,400.00	57,575.92	136,824.08	30%
42400-Refuse Disposal Total			194,400.00	57,575.92	136,824.08	30%
42410-Solid Waste Convenience						
42410	1300	SWC PT Salaries - Regular	29,912.00	9,565.28	20,346.72	32%
42410	2100	SWC FICA	2,288.00	731.74	1,556.26	32%
42410	2700	Worker's Compensation	481.38	434.91	46.47	90%
42410	3000	SWC Pur Svcs	62,265.00	23,538.07	38,726.93	38%
42410	5110	SWC Electrical Services	2,000.00	521.37	1,478.63	26%
42410	5230	SWC Telephone	750.00	0.00	750.00	0%

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42410	6000	SWC Mat & Sup	750.00	53.61	696.39	7%
42410-Solid Waste Convenience Total			98,446.38	34,844.98	63,601.40	35%
42600-Litter Control						
42600	3000	LitterCtrl Pur Svcs	16,551.93	188.30	16,363.63	1%
42600-Litter Control Total			16,551.93	188.30	16,363.63	1%
42700-Sanitation						
42700	3840	Sanitation Intergov Svc Agreem	37,000.00	13,324.05	23,675.95	36%
42700	5600	Sanitation Entity Gift	207,000.00	0.00	207,000.00	0%
42700-Sanitation Total			244,000.00	13,324.05	230,675.95	5%
43200-General Property Maintenance - All Accounts						
43200	1100	Maintenanc Salaries	189,976.00	92,137.37	97,838.63	48%
43200	1100	CustdlSrvcs Sal	2,909.02	2,457.00	452.02	84%
43200	1100	JGC CustdlSrvcs Sal	10,846.93	8,605.02	2,241.91	79%
43200	1100	100NChurch CustdlSrvcs Sal	6,474.96	4,575.66	1,899.30	71%
43200	1100	102Church CustdlSrvcs Sal	12,950.00	9,151.38	3,798.62	71%
43200	1100	104Church CustdlSrvcs Sal	6,474.96	4,575.66	1,899.30	71%
43200	1100	524WMain CustdlSrvcs Sal	1,363.15	963.30	399.85	71%
43200	1100	311EMain CustdlSrvcs Sal	5,767.19	3,396.25	2,370.94	59%
43200	1100	129 Rams CustSvcs Sal-Regular	1,468.01	997.85	470.16	68%
43200	2100	Maintenanc FICA	13,837.00	6,722.11	7,114.89	49%
43200	2100	CustdlSrvcs FICA	209.80	178.84	30.96	85%
43200	2100	JGC CustdlSrvcs FICA	779.09	618.97	160.12	79%
43200	2100	100NChurch CustdlSrvcs FICA	455.09	321.60	133.49	71%
43200	2100	102Church CustdlSrvcs FICA	910.18	643.21	266.97	71%
43200	2100	104Church CustdlSrvcs FICA	455.09	321.60	133.49	71%
43200	2100	524WMain CustdlSrvcs FICA	95.86	67.74	28.12	71%
43200	2100	311EMain CustdlSrvcs FICA	414.25	243.94	170.31	59%
43200	2100	129 Rams CustSvcs FICA	100.19	69.20	30.99	69%
43200	2210	Maintenanc VRS 1&2	12,641.00	6,230.98	6,410.02	49%
43200	2220	Maintenanc VRS Hybrid	9,226.00	4,324.94	4,901.06	47%
43200	2220	CustdlSrvcs VRS Hybrid	118.10	99.78	18.32	84%
43200	2220	JGC CustdlSrvcs VRS Hybrid	440.40	345.66	94.74	78%
43200	2220	100NChurchCustdlSrvcs VRSHybri	262.95	185.82	77.13	71%
43200	2220	102Church CustdlSrvcs VRS Hyb	525.65	371.46	154.19	71%
43200	2220	104Church CustdlSrvcs VRSHybri	262.95	185.82	77.13	71%
43200	2220	524WMain CustdlSrvcs VRSHybri	55.36	39.12	16.24	71%
43200	2220	311EMain CustdlSrvcs VRS Hybr	234.17	137.88	96.29	59%
43200	2220	129 Rams CustSvcs VRS Hybrid	59.60	35.10	24.50	59%
43200	2300	Maintenanc Health Ins	27,384.57	11,638.03	15,746.54	42%
43200	2300	CustdlSrvcs HlthIns	469.27	396.36	72.91	84%
43200	2300	JGC CustdlSrvcs HlthIns	2,964.21	2,294.12	670.09	77%
43200	2300	100NChurch CustdlSrvcs HlthIns	1,480.15	1,045.98	434.17	71%
43200	2300	102Church CustdlSrvcs HlthIns	2,960.31	2,091.96	868.35	71%
43200	2300	104Church CustdlSrvcs HlthIns	1,480.15	1,045.98	434.17	71%
43200	2300	524WMain CustdlSrvcs HlthIns	311.60	220.20	91.40	71%
43200	2300	311EMain CustdlSrvcs HlthIns	1,576.10	928.13	647.97	59%
43200	2300	129 Rams CustSvcs Health Ins	923.43	543.80	379.63	59%

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43200	2400	Maintenanc Life Ins	2,547.00	1,228.91	1,318.09	48%
43200	2400	CustdlSrves GrpLifeIns	38.97	32.94	6.03	85%
43200	2400	JGC CustdlSrves GrpLifeIns	145.36	116.29	29.07	80%
43200	2400	100NChurch CustdlSrves GrpLife	86.77	61.32	25.45	71%
43200	2400	102Church CustdlSrves GrpLife	173.55	122.64	50.91	71%
43200	2400	104Church CustdlSrves GrpLife	86.77	61.32	25.45	71%
43200	2400	524WMain CustdlSrves GrpLife	18.25	12.90	5.35	71%
43200	2400	311EMain CustdlSrves GrpLife	77.26	45.50	31.76	59%
43200	2400	129 Rams CustSves Grp Life Ins	19.70	11.60	8.10	59%
43200	2510	Maintenanc Dis Ins Hybrid	423.00	198.41	224.59	47%
43200	2510	CustdlSrves DisInsHybrid	15.37	12.96	2.41	84%
43200	2510	JGC CustdlSrves DisInsHybrid	57.23	45.44	11.79	79%
43200	2510	100NChurchCustdlSrves DisInsHy	34.22	24.18	10.04	71%
43200	2510	102Church CustdlSrves DisInsHy	68.26	48.24	20.02	71%
43200	2510	104Church CustdlSrves DisInsHy	34.22	24.18	10.04	71%
43200	2510	524WMain CustdlSrves DisInsHy	7.22	5.10	2.12	71%
43200	2510	311EMain CustdlSrves DisInsHy	30.48	17.94	12.54	59%
43200	2510	129 Rams CustSvc Dis Ins Hyb	7.73	4.55	3.18	59%
43200	2700	Maintenanc Workers Comp	1,895.11	1,660.10	235.01	88%
43200	2700	CustdlSrves WrksComp	462.56	65.12	397.44	14%
43200	2700	JGC CustdlSrves WrksComp	2,751.10	230.31	2,520.79	8%
43200	2700	100NChurch CustdlSrves WrksCmp	1,029.73	121.28	908.45	12%
43200	2700	102Church CustdlSrves WrksComp	2,059.21	242.53	1,816.68	12%
43200	2700	104Church CustdlSrves WrksCmp	1,029.56	121.26	908.30	12%
43200	2700	524WMain CustdlSrves WrksCmp	216.76	25.53	191.23	12%
43200	2700	311EMain CustdlSrves WrksComp	917.06	86.41	830.65	9%
43200	2700	129 Rams CustSves WC	233.40	27.49	205.91	12%
43200	2750	CustdlSrves RHCC	29.63	25.08	4.55	85%
43200	2750	JGC CustdlSrves RHCC	110.63	87.75	22.88	79%
43200	2750	100NChurch CustdlSrves RHCC	66.06	46.68	19.38	71%
43200	2750	102Church CustdlSrves RHCC	132.03	93.30	38.73	71%
43200	2750	104Church CustdlSrves RHCC	66.06	46.68	19.38	71%
43200	2750	524WMain CustdlSrves RHCC	13.92	9.84	4.08	71%
43200	2750	311EMain CustdlSrves RHCC	58.84	34.63	24.21	59%
43200	2750	129 Rams CustSves RHCC	14.94	8.80	6.14	59%
43200	3000	Maintenanc Pur Svcs	37,000.00	34.42	36,965.58	0%
43200	3000	JGC Maintenanc Pur Svcs	16,000.00	8,246.85	7,753.15	52%
43200	3000	100 N Church Maint Pur Svcs	10,000.00	1,750.00	8,250.00	18%
43200	3000	ChurchSt Maint Pur Svcs	3,000.00	0.00	3,000.00	0%
43200	3000	104Church Maint Pur Svcs	12,000.00	6,016.00	5,984.00	50%
43200	3000	225Rams Maint Pur Svcs	10,000.00	0.00	10,000.00	0%
43200	3000	524West Maint Pur Svcs	1,000.00	800.00	200.00	80%
43200	3000	AlRec Maint Pur Svcs	8,000.00	8,419.15	(419.15)	105%
43200	3000	AlOff Maint Pur Svcs	15,000.00	710.00	14,290.00	5%
43200	3000	AlPool Maint Pur Svcs	3,000.00	0.00	3,000.00	0%
43200	3000	AlBase Maint Pur Svcs	750.00	225.00	525.00	30%
43200	3000	AlSoc Maint Pur Svcs	1,000.00	645.96	354.04	65%

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43200	3000	106Church Maint Pur Svcs	1,000.00	0.00	1,000.00	0%
43200	3000	36EMain Maint Pur Svcs	500.00	500.00	0.00	100%
43200	3000	311EMain Maint Pur Svcs	3,500.00	0.00	3,500.00	0%
43200	3000	309WMain Maint Pur Svcs	2,000.00	0.00	2,000.00	0%
43200	3000	129Rams Maint Pur Svcs	2,000.00	833.82	1,166.18	42%
43200	3320	Maintenanc Maint Contracts	41,000.00	35,349.18	5,650.82	86%
43200	3320	JGC Maint Contracts	5,500.00	4,443.87	1,056.13	81%
43200	3320	100 N Church Maint Contracts	6,000.00	5,315.33	684.67	89%
43200	3320	ChurchSt Maint Contracts	3,800.00	3,327.31	472.69	88%
43200	3320	104Church Maint Contracts	4,000.00	3,725.24	274.76	93%
43200	3320	225Rams Maint Contracts	3,500.00	2,982.24	517.76	85%
43200	3320	524West Maint Contracts	700.00	291.40	408.60	42%
43200	3320	AIRec Maint Contracts	3,500.00	2,664.03	835.97	76%
43200	3320	106Church Maint Contracts	500.00	405.30	94.70	81%
43200	3320	36EMain Maint Contracts	500.00	616.04	(116.04)	123%
43200	3320	311EMain Maint Contracts	4,500.00	3,603.84	896.16	80%
43200	3320	309WMain Maint Serv Contracts	750.00	8.50	741.50	1%
43200	3320	129Rams Maint Contracts	800.00	557.80	242.20	70%
43200	3320	AIOff Maint Contracts	400.00	0.00	400.00	0%
43200	3320	AIPool Maint Contracts	0.00	47.19	(47.19)	100%
43200	3320	32EMain Maint Contracts	0.00	85.75	(85.75)	100%
43200	3340	Maintenanc Custodial Contracts	0.00	0.00	0.00	100%
43200	3340	JGC Maintenanc Custodial Contr	0.00	0.00	0.00	100%
43200	3340	311EMain Maint Cus Contracts	0.00	0.00	0.00	100%
43200	3600	Maintenanc Advertising	1,200.00	0.00	1,200.00	0%
43200	5110	JGC Maintenanc Electric	46,000.00	21,341.42	24,658.58	46%
43200	5110	100 N Church Maint Electric	12,000.00	5,114.37	6,885.63	43%
43200	5110	ChurchSt Maint Electric	25,000.00	10,017.28	14,982.72	40%
43200	5110	104Church Maint Electric	11,000.00	5,116.56	5,883.44	47%
43200	5110	225Rams Maint Electric	7,500.00	3,934.85	3,565.15	52%
43200	5110	524West Maint Electric	2,000.00	1,272.65	727.35	64%
43200	5110	AIRec Maint Electric	25,000.00	9,886.73	15,113.27	40%
43200	5110	AIOff Maint Electric	5,500.00	2,792.64	2,707.36	51%
43200	5110	AIPool Maint Electric	9,000.00	4,763.35	4,236.65	53%
43200	5110	AIBase Maint Electric	700.00	243.88	456.12	35%
43200	5110	AI Soc Maint Electric	600.00	182.15	417.85	30%
43200	5110	311EMain Maint Electric	9,000.00	3,191.98	5,808.02	35%
43200	5110	309WMain Maint Electrical Svcs	1,500.00	433.90	1,066.10	29%
43200	5110	129Rams Maint Electric	3,000.00	1,175.79	1,824.21	39%
43200	5120	JGC Maintenanc Heating	7,000.00	4,997.06	2,002.94	71%
43200	5120	100 N Church Maint Heating	1,800.00	561.12	1,238.88	31%
43200	5120	104Church Maint Heating	4,000.00	1,753.44	2,246.56	44%
43200	5120	225Rams Maint Heating	7,000.00	1,345.19	5,654.81	19%
43200	5120	524West Maint Heating	2,000.00	0.00	2,000.00	0%
43200	5120	AIRec Maint Heating	6,500.00	2,024.62	4,475.38	31%
43200	5120	309WMain Maint Heating	2,500.00	0.00	2,500.00	0%
43200	5120	129Rams Maint Heating	4,000.00	484.07	3,515.93	12%

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43200	5130	Maintenanc Water & Sewer	500.00	329.38	170.62	66%
43200	5130	JGC Maintenanc Water & Sewer	1,500.00	719.50	780.50	48%
43200	5130	100 N Church Maint Wtr & Sewr	5,000.00	1,799.71	3,200.29	36%
43200	5130	104Church Maint Water & Sewer	1,000.00	350.35	649.65	35%
43200	5130	225Rams Maint Water & Sewer	300.00	0.00	300.00	0%
43200	5130	AIRec Maint Water & Sewer	2,000.00	846.41	1,153.59	42%
43200	5130	AIOff Maint Water & Sewer	5,000.00	1,920.86	3,079.14	38%
43200	5130	AIPool Maint Water & Sewer	15,000.00	7,388.69	7,611.31	49%
43200	5130	311EMain Maint Water & Sewer	1,200.00	543.60	656.40	45%
43200	5130	309WMain Maint Water & Sewer	1,200.00	247.41	952.59	21%
43200	5130	129Rams Maint Water & Sewer	600.00	187.26	412.74	31%
43200	5230	Maintenanc Telephone	2,000.00	548.23	1,451.77	27%
43200	5300	Maintenanc Insurance	47,605.00	45,600.68	2,004.32	96%
43200	5400	Maintenanc Leases & Rentals	1,000.00	0.00	1,000.00	0%
43200	5500	Maintenanc Travel	750.00	28.82	721.18	4%
43200	6000	Maintenanc Mat & Sup	35,000.00	17,051.67	17,948.33	49%
43200	6000	JGC Maintenance Mat & Sup	3,500.00	91.76	3,408.24	3%
43200	6000	100 N Church Maint Mat & Sup	1,500.00	1,381.23	118.77	92%
43200	6000	ChurchSt Maint Mat & Sup	1,500.00	127.74	1,372.26	9%
43200	6000	104Church Maint Mat & Sup	1,200.00	124.55	1,075.45	10%
43200	6000	225Rams Maint Mat & Sup	1,200.00	2,260.58	(1,060.58)	188%
43200	6000	524West Maint Mat & Sup	1,000.00	83.59	916.41	8%
43200	6000	AIRec Maint Mat & Sup	2,000.00	579.45	1,420.55	29%
43200	6000	AIOff Maint Mat & Sup	6,000.00	1,117.14	4,882.86	19%
43200	6000	AIPool Maint Mat & Sup	5,000.00	328.17	4,671.83	7%
43200	6000	AIBase Maint Mat & Sup	4,000.00	1,800.73	2,199.27	45%
43200	6000	AI Soc Maint Mat & Sup	8,500.00	4,217.13	4,282.87	50%
43200	6000	106Church Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	Kohn Maint Mat & Sup	1,000.00	0.00	1,000.00	0%
43200	6000	32EMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	36EMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	311EMain Maint Mat & Sup	1,000.00	0.00	1,000.00	0%
43200	6000	309WMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	129Rams Maint Mat & Sup	600.00	0.00	600.00	0%
43200	6000	CustdlSrvc Materials&Supplies	3,608.98	425.06	3,183.92	12%
43200	6008	Maintenanc Vehicle Fuel	8,000.00	4,242.37	3,757.63	53%
43200-General Property Maintenance - All Accounts Total			900,084.68	439,794.37	460,290.31	49%
51100-Local Health Department						
51100	5600	Local Health Dept Contribution	225,000.00	87,501.25	137,498.75	39%
51100-Local Health Department Total			225,000.00	87,501.25	137,498.75	39%
51200-Our Health						
51200	5600	Our Health Entity Gift	6,500.00	6,500.00	0.00	100%
51200-Our Health Total			6,500.00	6,500.00	0.00	100%
52400-N Shen Valley Subst Abuse Coal						
52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	7,500.00	7,500.00	50%
52400-N Shen Valley Subst Abuse Coal Total			15,000.00	7,500.00	7,500.00	50%
52500-Northwestern Community Svcs						

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52500	5600	NW Community Svc Entity Gift	111,284.00	55,642.00	55,642.00	50%
52500-Northwestern Community Svcs Total			111,284.00	55,642.00	55,642.00	50%
52800-Concern Hotline						
52800	5600	Concern Hotline Entity Gift	1,500.00	1,500.00	0.00	100%
52800-Concern Hotline Total			1,500.00	1,500.00	0.00	100%
52900-NW Works						
52900	5600	NW Works Entity Gift	5,000.00	5,000.00	0.00	100%
52900-NW Works Total			5,000.00	5,000.00	0.00	100%
53230-Shenandoah Area Agency on Aging						
53230	5600	Seniors First EntityGift	42,000.00	21,000.00	21,000.00	50%
53230-Shenandoah Area Agency on Aging Total			42,000.00	21,000.00	21,000.00	50%
53240-VA Regional Transp Assn						
53240	5600	Virginia Regional Transit Cont	24,960.00	12,480.00	12,480.00	50%
53240-VA Regional Transp Assn Total			24,960.00	12,480.00	12,480.00	50%
53250-FISH of Clarke County						
53250	5600	FISH of Clarke County Contr	2,000.00	2,000.00	0.00	100%
53250-FISH of Clarke County Total			2,000.00	2,000.00	0.00	100%
53600-Access Independence						
53600	5600	Access Independence Contr	2,000.00	2,000.00	0.00	100%
53600-Access Independence Total			2,000.00	2,000.00	0.00	100%
53700-The Laurel Ctr (Women's Shltr)						
53700	5600	Laurel Center Contribution	6,000.00	6,000.00	0.00	100%
53700-The Laurel Ctr (Women's Shltr) Total			6,000.00	6,000.00	0.00	100%
53710-Tax Relief for the Elde						
53710	5600	Tax Relief for the Elderly	215,000.00	0.00	215,000.00	0%
53710-Tax Relief for the Elde Total			215,000.00	0.00	215,000.00	0%
69100-Lord Fairfax Community College						
69100	5600	Laurel Ridge Comm College Cont	16,921.00	8,460.50	8,460.50	50%
69100-Lord Fairfax Community College Total			16,921.00	8,460.50	8,460.50	50%
71100-Parks Administration						
71100	1100	Parks Adm Salaries	333,830.00	166,914.54	166,915.46	50%
71100	1300	Parks Adm Part Time Salaries	26,036.00	15,720.77	10,315.23	60%
71100	2100	Parks Adm FICA	27,740.00	12,839.01	14,900.99	46%
71100	2210	Parks Adm VRS 1&2	38,424.00	19,211.82	19,212.18	50%
71100	2220	Parks Adm VRS Hybrid	0.00	0.00	0.00	100%
71100	2300	Parks Adm Health Ins	58,745.10	29,373.24	29,371.86	50%
71100	2400	Parks Adm Life Ins	4,474.00	2,236.62	2,237.38	50%
71100	2510	Parks Adm Dis Ins Hybrid	0.00	0.00	0.00	100%
71100	2700	Parks Adm Workers Comp	6,157.81	5,463.02	694.79	89%
71100	3000	Parks Adm Pur Svcs	570.00	0.00	570.00	0%
71100	3180	Parks Adm Credit Card Fees	12,999.00	1,680.34	11,318.66	13%
71100	3320	Parks Adm Maint Contracts	930.00	187.50	742.50	20%
71100	3500	Parks Adm Printing & Binding	395.00	70.00	325.00	18%
71100	3600	Parks Adm Advertising	1,500.00	0.00	1,500.00	0%
71100	5210	Parks Adm Postal Svcs	1,322.45	0.00	1,322.45	0%
71100	5230	Parks Adm Telephone	1,000.00	495.52	504.48	50%
71100	5400	Parks Adm Leases & Rentals	3,204.44	1,518.22	1,686.22	47%

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71100	5500	Parks Adm Travel	2,190.00	52.75	2,137.25	2%
71100	5810	Parks Adm Dues & Memb	2,099.00	1,325.00	774.00	63%
71100	6000	Parks Adm Mat & Sup	5,218.48	1,805.65	3,412.83	35%
71100	6008	Parks Adm Vehicle Fuel	1,000.00	195.88	804.12	20%
71100	6011	Parks Adm Clothing	1,300.00	639.23	660.77	49%
71100	8200	Parks Adm Capital Outlay Adds	969.01	969.01	0.00	100%
71100-Parks Administration Total			530,104.29	260,698.12	269,406.17	49%
71310-Recreation Center						
71310	1100	Rec Center Salaries	63,270.00	31,635.12	31,634.88	50%
71310	1300	Rec Center Part Time Salaries	64,744.00	26,131.76	38,612.24	40%
71310	2100	Rec Center FICA	9,739.00	4,390.11	5,348.89	45%
71310	2210	Rec Center VRS 1&2	7,282.00	3,641.22	3,640.78	50%
71310	2300	Rec Center Health Ins	10,153.76	5,076.84	5,076.92	50%
71310	2400	Rec Center Life Ins	848.00	423.90	424.10	50%
71310	2700	Rec Center Workers Comp	1,989.94	1,750.74	239.20	88%
71310	3600	Rec Center Advertising	1,000.00	722.00	278.00	72%
71310	5830	Rec Center Refunds	1,500.00	440.00	1,060.00	29%
71310	6000	Rec Center Mat & Sup	7,595.00	2,018.44	5,576.56	27%
71310	6012	Rec Center Merch for Resale	4,000.00	540.31	3,459.69	14%
71310	8200	Rec Center Capital Outlay Adds	0.00	5,996.05	(5,996.05)	100%
71310-Recreation Center Total			172,121.70	82,766.49	89,355.21	48%
71320-Swimming Pool						
71320	1200	Pool Overtime	0.00	137.44	(137.44)	100%
71320	1300	Pool Part Time Salaries	73,985.00	58,852.92	15,132.08	80%
71320	2100	Pool FICA	5,660.00	4,508.29	1,151.71	80%
71320	2300	Pool Health Ins	0.00	161.29	(161.29)	100%
71320	2700	Pool Workers Comp	1,160.80	1,011.83	148.97	87%
71320	3000	Pool Pur Svcs	1,500.00	0.00	1,500.00	0%
71320	5500	Pool Travel	275.00	0.00	275.00	0%
71320	5810	Pool Dues & Memb	1,800.00	1,365.00	435.00	76%
71320	5830	Pool Refunds	3,000.00	909.50	2,090.50	30%
71320	6000	Pool Mat & Sup	2,595.00	609.14	1,985.86	23%
71320	6011	Pool Clothing	1,745.00	0.00	1,745.00	0%
71320	6012	Pool Merch for Resale	680.00	0.00	680.00	0%
71320	6026	Pool Chemicals	10,000.00	1,455.93	8,544.07	15%
71320	8200	Pool Capital Outlay Adds	2,939.70	2,939.70	0.00	100%
71320-Swimming Pool Total			105,340.50	71,951.04	33,389.46	68%
71350-Parks Programs						
71350	1100	Programs Salaries	90,624.00	45,207.54	45,416.46	50%
71350	1300	Programs Part Time Salaries	135,659.00	44,019.43	91,639.57	32%
71350	2100	Programs FICA	14,725.00	6,691.78	8,033.22	45%
71350	2210	Programs VRS 1&2	10,407.00	5,203.38	5,203.62	50%
71350	2300	Programs Health Ins	9,626.84	4,826.96	4,799.88	50%
71350	2400	Programs Life Ins	1,212.00	605.76	606.24	50%
71350	2700	Programs Workers Comp	3,010.19	2,636.88	373.31	88%
71350	3000	Programs Pur Svcs	50,000.00	9,510.01	40,489.99	19%
71350	3500	Programs Printing & Binding	5,000.00	2,059.21	2,940.79	41%

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71350	3600	Programs Advertising	2,000.00	0.00	2,000.00	0%
71350	5210	Programs Postal Svcs	100.00	0.00	100.00	0%
71350	5230	Programs Telephone	0.00	294.22	(294.22)	100%
71350	5400	Programs Leases & Rentals	315.00	0.00	315.00	0%
71350	5560	Programs Group Trip	42,176.00	1,265.00	40,911.00	3%
71350	5810	Programs Dues & Memb	200.00	0.00	200.00	0%
71350	5830	Programs Refunds	11,000.00	1,155.00	9,845.00	11%
71350	6000	Programs Mat & Sup	15,000.00	4,207.82	10,792.18	28%
71350	6011	Programs Clothing	1,650.00	290.29	1,359.71	18%
71350	6012	Programs Merch for Resale	5,821.00	23.38	5,797.62	0%
71350-Parks Programs Total			398,526.03	127,996.66	270,529.37	32%
71360-Concession Stand						
71360	1300	Concession Part Time Salaries	6,324.00	5,101.77	1,222.23	81%
71360	2100	Concession FICA	484.00	390.31	93.69	81%
71360	6000	Concession Mat & Sup	250.00	88.02	161.98	35%
71360	6012	Concession Merch for Resale	15,800.00	5,132.62	10,667.38	32%
71360-Concession Stand Total			22,858.00	10,712.72	12,145.28	47%
72240-Barns of Rose Hill						
72240	5600	Barns of Rose Hill Contr	14,000.00	14,000.00	0.00	100%
72240-Barns of Rose Hill Total			14,000.00	14,000.00	0.00	100%
72700-VA Commission for the Arts						
72700	5600	VA Comm for Arts Contr	9,000.00	9,000.00	0.00	100%
72700-VA Commission for the Arts Total			9,000.00	9,000.00	0.00	100%
73200-Handley Regional Library						
73200	5600	Handley Regional Library Contr	325,989.00	162,994.50	162,994.50	50%
73200-Handley Regional Library Total			325,989.00	162,994.50	162,994.50	50%
81110-Planning Administration						
81110	1100	Plan Adm Salaries	328,157.00	162,903.00	165,254.00	50%
81110	1300	Plan Adm Part Time Salaries	36,000.00	19,581.00	16,419.00	54%
81110	2100	Plan Adm FICA	26,720.00	13,287.44	13,432.56	50%
81110	2210	Plan Adm VRS 1&2	23,868.00	11,933.88	11,934.12	50%
81110	2220	Plan Adm VRS Hybrid	13,904.00	6,816.27	7,087.73	49%
81110	2300	Plan Adm Health Ins	40,351.10	21,272.16	19,078.94	53%
81110	2400	Plan Adm Life Ins	4,397.00	2,182.83	2,214.17	50%
81110	2510	Plan Adm Dis Ins Hybrid	638.00	312.69	325.31	49%
81110	2700	Plan Adm Workers Comp	4,800.59	4,336.41	464.18	90%
81110	3000	Plan Adm Pur Svcs	15,000.00	1,838.75	13,161.25	12%
81110	3140	Plan Adm Engineer & Architect	20,000.00	0.00	20,000.00	0%
81110	3140	Plan Adm Pass Thru Eng Fees	10,000.00	5,575.00	4,425.00	56%
81110	3500	Plan Adm Printing & Binding	2,000.00	0.00	2,000.00	0%
81110	5210	Plan Adm Postal Svcs	1,200.00	218.29	981.71	18%
81110	5230	Plan Adm Telephone	400.00	444.01	(44.01)	111%
81110	5500	Plan Adm Travel	2,700.00	574.91	2,125.09	21%
81110	5510	Plan Adm Local Mileage	1,000.00	362.94	637.06	36%
81110	5810	Plan Adm Dues & Memb	150.00	578.66	(428.66)	386%
81110	6000	Plan Adm Mat & Sup	2,500.00	567.11	1,932.89	23%
81110-Planning Administration Total			533,785.69	252,785.35	281,000.34	47%

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81120-Planning Commission						
81120	1300	Plan Com Part Time Salaries	500.00	100.00	400.00	20%
81120	2100	Plan Com FICA	38.00	7.65	30.35	20%
81120	2700	Plan Com Workers Comp	7.66	6.79	0.87	89%
81120	3160	Plan Com Board Member Fees	8,000.00	3,950.00	4,050.00	49%
81120	3600	Plan Com Advertising	4,000.00	972.66	3,027.34	24%
81120	5210	Plan Com Postal Svcs	100.00	22.41	77.59	22%
81120	5500	Plan Com Travel	1,750.00	0.00	1,750.00	0%
81120-Planning Commission Total			14,395.66	5,059.51	9,336.15	35%
81130-Berryville Dev Authority						
81130	1300	BryDevAuth Part Time Salaries	0.00	50.00	(50.00)	100%
81130	2100	BryDevAuth FICA	0.00	3.82	(3.82)	100%
81130	3160	BryDevAuth Board Member Fees	900.00	100.00	800.00	11%
81130-Berryville Dev Authority Total			900.00	153.82	746.18	17%
81140-Regional Airport Authority						
81140	5600	Regional Airport Auth Contr	5,000.00	5,000.00	0.00	100%
81140-Regional Airport Authority Total			5,000.00	5,000.00	0.00	100%
81310-Help With Housing						
81310	5600	Habitat for Humanity	10,000.00	10,000.00	0.00	100%
81310-Help With Housing Total			10,000.00	10,000.00	0.00	100%
81400-Board of Zoning Appeals						
81400	1300	BrdZonApp Part Time Salaries	250.00	0.00	250.00	0%
81400	2100	BrdZonApp FICA	19.00	0.00	19.00	0%
81400	3000	BrdZonApp Pur Svcs	2,000.00	2,083.75	(83.75)	104%
81400	3160	BrdZonApp Board Member Fees	500.00	0.00	500.00	0%
81400	3600	BrdZonApp Advertising	700.00	0.00	700.00	0%
81400	5210	BrdZonApp Postal Svcs	50.00	0.00	50.00	0%
81400-Board of Zoning Appeals Total			3,519.00	2,083.75	1,435.25	59%
81510-Office of Economic Development						
81510	1100	Econ Dev Salaries	74,190.00	34,669.20	39,520.80	47%
81510	2100	Econ Dev FICA	6,445.00	2,597.09	3,847.91	40%
81510	2220	Econ Dev VRS Hybrid	9,696.00	3,477.00	6,219.00	36%
81510	2300	Econ Dev Health Ins	10,052.00	5,025.96	5,026.04	50%
81510	2400	Econ Dev Life Ins	1,129.00	404.80	724.20	36%
81510	2510	Econ Dev Dis Ins Hybrid	445.00	159.50	285.50	36%
81510	2700	Econ Dev Workers Comp	1,267.02	1,144.71	122.31	90%
81510	3000	Econ Dev Pur Svcs	45,000.00	1,230.01	43,769.99	3%
81510	3320	Econ Dev Maint Svc Contracts	2,000.00	0.00	2,000.00	0%
81510	3500	Econ Dev Printing & Binding	6,000.00	0.00	6,000.00	0%
81510	3600	Econ Dev Advertising	4,000.00	0.00	4,000.00	0%
81510	5210	Econ Dev Postal Svcs	100.00	24.10	75.90	24%
81510	5230	Econ Dev Telephone	550.00	208.17	341.83	38%
81510	5500	Econ Dev Travel	500.00	726.24	(226.24)	145%
81510	5510	Econ Dev Local Mileage	310.00	235.92	74.08	76%
81510	5800	Econ Dev Miscellaneous Expendi	500.00	0.00	500.00	0%
81510	5810	Econ Dev Dues & Memb	13,927.00	6,054.00	7,873.00	43%
81510	6000	Econ Dev Mat & Sup	1,000.00	371.32	628.68	37%

Clarke County
FY 24 YTD Budget Report
December 31, 2023

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% Used
81510-Office of Economic Development Total			177,111.02	56,328.02	120,783.00	32%
81530-Small Business Dev Center						
81530	5600	Small Bus Dev Ctr Contrib	2,000.00	2,000.00	0.00	100%
81530-Small Business Dev Center Total			2,000.00	2,000.00	0.00	100%
81540-Blandy Experimental Farm						
81540	5600	Blandy Exp Farm Contrib	3,500.00	3,500.00	0.00	100%
81540-Blandy Experimental Farm Total			3,500.00	3,500.00	0.00	100%
81550-Berryville Main Street						
81550	5600	B'ville Main St Contribution	3,500.00	3,500.00	0.00	100%
81550-Berryville Main Street Total			3,500.00	3,500.00	0.00	100%
81800-Historic Preservation Comm						
81800	1300	HstPrvCom Part Time Salaries	0.00	675.00	(675.00)	100%
81800	2100	HstPrvCom FICA	0.00	51.64	(51.64)	100%
81800	3000	HstPrvCom Pur Svcs	9,500.00	4,508.00	4,992.00	47%
81800	3160	HstPrvCom Board Member Fees	1,000.00	275.00	725.00	28%
81800	3600	HstPrvCom Advertising	300.00	479.26	(179.26)	160%
81800	5210	HstPrvCom Postal Svcs	50.00	0.00	50.00	0%
81800	5500	HstPrvCom Travel	50.00	0.00	50.00	0%
81800	6000	HstPrvCom Mat & Sup	250.00	0.00	250.00	0%
81800-Historic Preservation Comm Total			11,150.00	5,988.90	5,161.10	54%
81910-Northern Shen Valley Reg Comm						
81910	5600	NSVRC EntityGift	11,866.59	11,867.00	(0.41)	100%
81910-Northern Shen Valley Reg Comm Total			11,866.59	11,867.00	(0.41)	100%
82210-Water Quality Management						
82210	3000	Water Qual Pur Svcs	30,760.00	8,305.00	22,455.00	27%
82210-Water Quality Management Total			30,760.00	8,305.00	22,455.00	27%
82220-Friends of the Shenandoah						
82220	5600	Friends of Shenandoah Contr	10,000.00	10,000.00	0.00	100%
82220-Friends of the Shenandoah Total			10,000.00	10,000.00	0.00	100%
82230-Board of Septic Appeals						
82230	1300	BrdSepApp Part Time Salaries	200.00	0.00	200.00	0%
82230	2100	BrdSepApp FICA	15.00	0.00	15.00	0%
82230	2700	BrdSepApp Workers Comp	6.90	0.00	6.90	0%
82230	3000	BrdSepApp Pur Svcs	500.00	0.00	500.00	0%
82230	3160	BrdSepApp Board Member Fees	250.00	0.00	250.00	0%
82230	3600	BrdSepApp Advertising	500.00	0.00	500.00	0%
82230	5210	BrdSepApp Postal Svcs	100.00	0.00	100.00	0%
82230-Board of Septic Appeals Total			1,571.90	0.00	1,571.90	0%
82400-LF Soil & Water Cons Dist						
82400	5600	Lord Fairfax S&W Contr	9,500.00	9,500.00	0.00	100%
82400-LF Soil & Water Cons Dist Total			9,500.00	9,500.00	0.00	100%
82600-Bio-solids Application						
82600	1300	Biosolids Part Time Salaries	1,000.00	0.00	1,000.00	0%
82600	2100	Biosolids FICA	76.00	0.00	76.00	0%
82600	2700	Biosolids Workers Comp	15.33	13.59	1.74	89%
82600-Bio-solids Application Total			1,091.33	13.59	1,077.74	1%
83100-Cooperative Extension Program						

**Clarke County
FY 24 YTD Budget Report
December 31, 2023**

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% Used
83100	3320	Coop Ext Maint Contracts	800.00	345.46	454.54	43%
83100	3841	Coop Ext VPI Agent	58,768.59	10,047.37	48,721.22	17%
83100	5210	Coop Ext Postal Svcs	500.00	35.91	464.09	7%
83100	5230	Coop Ext Telephone	200.00	0.00	200.00	0%
83100	5810	Coop Ext Dues & Memb	150.00	0.00	150.00	0%
83100	6000	Coop Ext Mat & Sup	1,500.00	68.39	1,431.61	5%
83100-Cooperative Extension Program Total			61,918.59	10,497.13	51,421.46	17%
83400-4-H Center						
83400	5600	4-H Center EntityGift	2,000.00	2,000.00	0.00	100%
83400-4-H Center Total			2,000.00	2,000.00	0.00	100%
91600-Contingency Reserves						
91600	1000	Reserve Personnel	19,638.00	0.00	19,638.00	0%
91600	3140	Reserve Engineer & Architect	5,000.00	0.00	5,000.00	0%
91600	3150	Reserve Legal Svcs	10,000.00	0.00	10,000.00	0%
91600	8000	Reserve Capital Outlay	20,000.00	0.00	20,000.00	0%
91600-Contingency Reserves Total			54,638.00	0.00	54,638.00	0%
92500-Rev Refunds - Ins Claim Reimb						
92500	5830	Rev Rf Insurance Claim Reimb	0.00	10,284.80	(10,284.80)	100%
92500-Rev Refunds - Ins Claim Reimb Total			0.00	10,284.80	(10,284.80)	100%
92600-Rev Refunds - Ambulance						
92600	5830	Rev Rf Ambulance Svcs Refunds	0.00	4,858.06	(4,858.06)	100%
92600-Rev Refunds - Ambulance Total			0.00	4,858.06	(4,858.06)	100%
Grand Total			14,860,589.88	7,157,147.18	7,703,442.70	48%

Reconciliation of Appropriations

Year Ending June 30, 2024

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund	Health Fund
04/18/23 Appropriations Resolution: Total	54,257,910	14,737,603	2,013,734	410,764	27,585,063	1,565,391	3,621,318							
<i>Adjustments:</i>														
5/16/2023 Double Tollgate Pump Station Design Work							441,105							
8/15/2023 Barns of Rose Hill endowment fund match		5,000												
9/19/2023 Fire & Rescue PPE - ballistic vests		4,500												
9/19/2023 Fire & Rescue PPE - turnout gear		20,751												
10/17/2023 FY23 School Capital Carryforward								1,077,519						
10/17/2023 FY23 School Operating Carryforward								97,957						
10/17/2023 FY23 Government Capital Carryforward							1,155,765							
10/17/2023 Sheriff's Ofc PSAP Retention Grant		27,500												
10/17/2023 FY24 Parks Admin-park bench & swim team lap lanes		3,909												
10/17/2023 FY24 Capital Projects-Zero Depth Entry Pool							58,806							
11/21/2023 FY24 New Deputy 1 Position-Treasurer's Office		52,545												
11/21/2023 FY24 Capital Projects - Remaining ARPA funds							98,584							
12/19/2023 CSA FY24 supplemental request				448,008										
12/19/2023 Planning Dept - Addtl Litter Control Grant funds		8,552												
12/19/2023 Sheriff's Ofc - Addtl ARPA funds							5,000							
12/19/2023 Registrar's Ofc - VDEM Homeland Security Grant							45,000							
12/19/2023 Courthouse Greent Project							83,425							
12/19/2023 CCPS - Addtl State Rev (All-in VA & Comp Supp)					290,898									
Revised Appropriation	58,182,734	14,860,360	2,013,734	858,772	27,875,961	1,565,391	5,509,003	1,954,732	251,700	2,289,543	903,538	90,000	10,000	0
Change to Appropriation	3,924,824	122,757	0	448,008	290,898	0	1,887,685	1,175,476	0	0	0	0	0	0
Original Revenue Estimate	43,139,472	3,619,165	2,013,734	410,764	27,585,063	1,565,391	3,621,318	779,256	251,700	2,289,543	903,538	90,000	10,000	0
<i>Adjustments:</i>														
9/19/2023 Fire & Rescue PPE - ballistic vests		4,500												
10/17/2023 FY23 School Capital Carryforward								815,064						
10/17/2023 FY23 Government Capital Carryforward							141,708							
10/17/2023 Sheriff's Ofc PSAP Retention Grant		27,500												
10/17/2023 FY24 Parks Admin-park bench & swim team lap lanes		3,909												
10/17/2023 FY24 Capital Projects-Zero Depth Entry Pool							58,806							
11/21/2023 FY24 New Deputy 1 Position-Treasurer's Office		14,711												
11/21/2023 FY24 Capital Projects - Remaining ARPA funds							98,584							
12/19/2023 CSA FY24 supplemental request				359,133										
12/19/2023 Planning Dept - Addtl Litter Control Grant funds		8,552												
12/19/2023 Sheriff's Ofc - Addtl ARPA funds							5,000							
12/19/2023 Registrar's Ofc - Homeland Security Grant VDEM							45,000							
12/19/2023 CCPS - Addtl State Rev (All-in VA & Comp Supp)					290,898									
Revised Revenue Estimate	45,012,837	3,678,337	2,013,734	769,897	27,875,961	1,565,391	3,970,416	1,594,320	251,700	2,289,543	903,538	90,000	10,000	0
Change to Revenue Estimate	1,873,365	59,172	0	359,133	290,898	0	349,098	815,064	0	0	0	0	0	0
Original Local Tax Funding	11,118,438	11,118,438	0	0	0	0	0	0	0	0	0	0	0	0
Revised Local Tax Funding	13,169,897	11,182,023	0	88,875	0	0	1,538,587	360,412	0	0	0	0	0	0
Change to Local Tax Funding	2,051,459	63,585	0	88,875	0	0	1,538,587	360,412	0	0	0	0	0	0

Italics = Proposed actions

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
301 General Govt Capital Proj Fund							
94110 HVAC System Replacement	0	212,058	212,058	142,585.55	.00	69,472.45	67.2%
94120 Roofing	0	26,465	26,465	.00	27,365.00	-900.00	103.4%
94130 Painting and Flooring	0	70,413	70,413	.00	8,470.00	61,943.00	12.0%
94140 Landscaping	0	7,336	7,336	.00	.00	7,336.00	.0%
94141 Courthouse Green Project	0	105,954	105,954	1,786.25	8,721.22	95,446.53	9.9%
94182 Circuit Courthouse Renovation	0	19,536	19,536	11,477.55	4,536.00	3,522.45	82.0%
94310 Sheriff's Equipment	211,250	20,605	231,855	46,973.63	11,840.81	173,040.56	25.4%
94326 Fire/EMS Vehicle	50,000	0	50,000	50,000.00	.00	.00	100.0%
94327 Fire/EMS Pers Protective Equi	300,000	0	300,000	.00	281,062.20	18,937.80	93.7%
94331 Sheriff's Vehicles	228,750	23,689	252,439	176,473.05	34,180.50	41,785.45	83.4%
94410 Health & Human Svcs Space	0	15,000	15,000	.00	.00	15,000.00	.0%
94501 Berryville Business Park	0	22,696	22,696	515.96	8,500.00	13,680.20	39.7%
94505 Double TollGate	0	441,105	441,105	166,191.43	.00	274,913.57	37.7%
94601 Technology Improvements	0	6,118	6,118	.00	.00	6,118.00	.0%
94603 Mobile Radio System	445,000	-344,844	100,156	44,931.19	.00	55,224.81	44.9%
94604 911 Phone System	0	14,947	14,947	12,456.23	.00	2,490.77	83.3%
94606 Broadband	2,160,000	0	2,160,000	1,080,000.00	.00	1,080,000.00	50.0%
94610 Mobile Radios EMS	0	453,383	453,383	56,750.26	285,283.72	111,349.02	75.4%
94611 Avenity-Tax Software	0	244,600	244,600	158,650.13	80,949.87	5,000.00	98.0%
94702 Swimming Pool	200,000	86,951	286,951	.00	271,040.00	15,910.96	94.5%
94703 Park Repairs	0	72,250	72,250	3,000.00	7,980.00	61,270.00	15.2%
94707 Recreation Center Addition	0	4,200	4,200	4,200.00	.00	.00	100.0%
94711 Baseball Fields	0	8,000	8,000	.00	.00	8,000.00	.0%
94802 Reassessment	0	304,027	304,027	2,145.00	303,140.00	-1,258.00	100.4%
94803 Tourism Signs	0	28,197	28,197	.00	.00	28,197.00	.0%
94804 DeedBookRestoration	26,318	0	26,318	.00	.00	26,318.00	.0%
94805 SHSP Ensuring Election Secrty	0	45,000	45,000	.00	.00	45,000.00	.0%
GRAND TOTAL	3,621,318	1,887,686	5,509,004	1,958,136.23	1,333,069.32	2,217,798.57	59.7%

** END OF REPORT - Generated by Brenda Bennett **