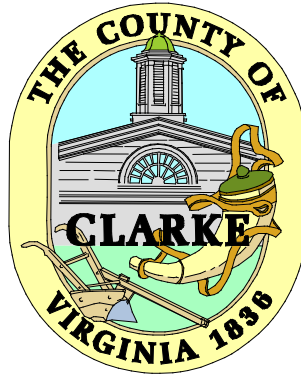


# Clarke County Economic Development Advisory Committee



January 20, 2021  
Organizational Packet



**County of Clarke**  
**Economic Development Advisory Committee**  
*Chris Bates, Christy Dunkle, Christina Kraybill, Lori Mackintosh,  
Bev McKay, John Milleson, Elizabeth Pritchard, Lee Sheaffer*

## Agenda

1:00 pm, Wednesday, January 20, 2021

Main Meeting Room Berryville-Clarke County Government Center  
101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia

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2. Organizational Items:	5
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✓ Elect 2021 Vice-Chair	
✓ Set Meeting Dates, Time, and Location	
○ Discussion on the number of meetings to be held in 2021 carried forward from December 2, 2020, Regular Meeting	
3. Adoption of Agenda	8
4. Approval of Minutes:	9
– December 2, 2020, Regular Meeting	
5. Continued Discussions:	32
– Economic Development Structure	
○ Carried forward from the December 2, 2020, Regular Meeting	
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– By Felicia Hart	
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# Call to Order

# Organizational Items

- Elect Chair

Tiffany Kemp Clerk, will call for nominations for 2021 Chair.

*Action: Move to nominate and elect \_\_\_\_\_ to serve as 2021 Chair.*

Tiffany Kemp, Clerk, will call for a vote on the motion to nominate and elect.

Following vote, the meeting will be turned over to the newly elected 2021 Chair.

- Elect Vice-Chair

Chair will call for nominations for the 2021 Vice-Chair.

*Action: Move to nominate and elect \_\_\_\_\_  
to serve as 2021 Vice-Chair.*

Chair will call for vote on the motion to nominate and elect the 2021 Vice-Chair.

- Set Meeting Date, Time, and Location

*Please note a discussion on the number of meetings to be held in 2021 is to be discussion at this meeting.*

Action: Move to adopt the schedule as presented or corrected/modified with specific changes noted.



## County of Clarke

### Economic Development Advisory Committee

Chris Bates, Christy Dunkle, Christina Kraybill, Lori Mackintosh, Bev McKay, John Milleson, Elizabeth Pritchard, and Lee Scheaffer

## 2021 Meeting Schedule

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- January 20, 2021 – Organizational Meeting
- March 17, 2021
- April 14, 2021 – Spring Tour
- May 19, 2021
- July 21, 2021
- September 15, 2021
- October 20, 2021 – Fall Tour
- November 17, 2021
- January 19, 2021 – Organizational Meeting

Third Wednesday at 1:00 pm  
Berryville-Clarke County Government Center  
Main Meeting Room

# Adoption of Agenda

Proposed motion: Move to adopt agenda as [presented] or [as amended - title of agenda item[s] not listed on the published agenda provided to the public.]



# Approval of Minutes:

## December 2, 2020, Regular Meeting

Proposed Motion: I move to approve the minutes of December 2, 2020, as [presented] or [as amended citing specific amendment].

Clarke County Economic Development Advisory Committee  
December 2, 2020 Minutes

A meeting of the Economic Development Advisory Committee (EDAC) held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Wednesday, December 2, 2020, at 1:00 pm.

Board: Chris Bates, Christina Kraybill, Bev McKay, John Milleson, Betsy Pritchard (via phone), Lee Sheaffer,

Absent: Christy Dunkle, Lori Mackintosh

Staff: Chris Boies, Felicia Hart, and Cathy Kuehner

Press: Mickey Powell – The Winchester Star

Also Present: Dianne Harrison, Bill Waite

1. Call to Order

At 1:00 pm, Chairman John Milleson called the meeting to order.

2. Adoption of Agenda

**Bev McKay, seconded by Lee Sheaffer, moved to adopt the agenda as presented. The motion carried by the following vote**

Chris Bates	-	Aye
Christy Dunkle	-	Absent
Christina Kraybill	-	Aye
Lori Mackintosh	-	Absent
Beverly B. McKay	-	Aye
John Milleson	-	Aye
Betsy Pritchard	-	Aye
Lee Sheaffer	-	Aye

### 3. Approval of Minutes

- Christina Kraybill requested the minutes be corrected to reflect she was present via phone.

**Betsy Pritchard, seconded by Christina Kraybill, moved to approve the September 16, 2020, minutes as amended. The motion carried as follows:**

Chris Bates	-	Aye
Christy Dunkle	-	Absent
Christina Kraybill	-	Aye
Lori Mackintosh	-	Absent
Beverly B. McKay	-	Aye
John Milleson	-	Aye
Betsy Pritchard	-	Aye
Lee Sheaffer	-	Aye

### 4. Discussion on Economic Development Structure

Highlights Include:

Chris Boies

- Staff participated in the Virginia Industrial Development Authority and the Virginia Institute of Economic Development Webinar through Virginia Tech on November 16 & 17, 2020. All board members were invited to attend; Christina Kraybill was able to participate. Chris Boies presented a slideshow to the committee. Copies of those slides can be found in Attachment A at the end of these minutes.
- Clarke County's current structure consists of
  - the Economic Development Advisory Committee (EDAC),
  - the Industrial Development Authority (IDA),
  - the Berryville/Clarke County Joint Committee on Economic Development and Tourism (sometimes referred to as the MOU Committee), and
  - non-governmental organizations such as
    - The Top of Virginia Chamber,
    - Berryville Main Street,
    - Barnes of Rose Hill,
    - Historical Association,
    - Equine Alliance,
    - and others we work with as part of economic development.

- The EDAC was originally discussed and appointed by the Board of Supervisors in 1999/2000 timeframe.
  - The initial charge was to review revenue needs for the County, offer revenue generation ideas, and offer the Board of Supervisors, County Administrator, and the Economic Development Director advice concerning economic development activities.
- The IDA is a legal entity created by the Board of Supervisors that has authority granted to it by the Code of Virginia.
  - Legally, the IDA has special powers that the Clarke County government cannot do, such as make grants to private entities, buy, sell, and lease property without the need of a public hearing, issue tax-exempt bonds for the benefit of private entities, make and forgive loans to private entities, etc. Much of this has been done in the past.
  - Not legally, they should be the economic development cheerleaders for the community, the business community's eyes-and-ears; they should help the Board of Supervisors analyze opportunities to determine general needs, etc.
- The Berryville/Joint Committee on Economic Development and Tourism (MOU Committee) is a joint committee between the Town and the County.
  - Started a few years back because neither the Town of Berryville nor the County was big enough to do economic development independently.
  - Berryville is the main location in Clarke County, where economic development will occur.
  - It consists of two (2) members of the Board of Supervisors and two (2) members of the Berryville Town Council, whose job is to ensure the joint effort and cooperation of economic development activities in and around the Town of Berryville.
  - The goal is to provide one (1) direction to the Economic Development Director as both the Town and the County jointly fund the position.
  - This is a decision-making group.
- Lessons learned through the webinar:
  - Basic functions of an Economic Development program for localities
    - 1) Placemaking & Tourism
      - About showcasing what makes us special as a community.
      - This is a two-part effort, the first being Tourism - bringing people to the community. The second, Placemaking, is becoming more important to new businesses; the number one factor for economic development is talent and available workforce in the community.
      - Businesses will not locate where they cannot find quality employees to go to or are currently available.

- Communities with high crime rates, lots of poverty, poor school systems - those locations are not being looked at for development. Quality of life is important for both tourism and business retention and attraction efforts.
  - We thrive in this area; our schools are excellent and have fairly low student to teacher ratios,
  - Also looked at healthcare, events, recreation, neighborhoods, community pride, etc.
- 2) Business Retention and Expansion
- A study done by the Virginia Economic Development Partnership showed that 67% of business expansion announcements were from an existing Virginia business expanding. 68% of job announcements were from existing Virginia businesses. 54% of capital investment announcements were from existing Virginia businesses.
  - Not yet formally discussed, an idea would be to create a program that involves the Directors of the IDA meeting with so many businesses each year. They would be responsible for reaching out to and engaging with what the businesses need to make them more successful.
  - Felicia Hart has done much of this kind of work getting in with large business employers in the County to see what help they need and how she can help.
- 3) Growing Your Own
- Research shows they need an extensive support network.
  - A high percentage of small business fail within the first two (2), five (5), ten (10) years.
  - The Lord Fairfax Small Business Development Center is a great resource. Felicia Hart has helped connect business owners with this source of assistance more in the last year than we have in the past.
- 4) Business Attraction
- This is the most expensive endeavor, but most go after it because it comes with the bigger headlines.
  - It's very competitive because localities have robust incentive programs to get someone in there; Clarke County has been much more disciplined in our approach.
  - The current focus has been on already zoned vacant properties and buildings currently available for sale or sitting vacant. We are trying to do a targeted small scale business attraction because we are not trying to build out our community.

o Regional Perspective of Economic Development

- Businesses are not always looking at jurisdictional boundaries but at regions, because they will draw a workforce from other counties surrounding where they base their operation.
  - Clarke has established a formal MOU with Frederick County and the City of Winchester. If the State has a potential business they want to send you, they must partner with other localities, so they do not have to deal with 95 counties.
  - Felicia Hart has weekly calls with this group; since COVID-19 has come about, they have helped coordinate efforts within the region, shared ideas – it's a great relationship overall.
  - Clarke is a part of the Virginia Economic Developers Association; we are also partners with the Shenandoah Valley Tourism Partnership and the Shenandoah Valley Travel Association.
  - Tourists may not look at Clarke County specifically, but they will look at our region as a whole as a place to visit.
- Projects in and around Berryville
- Board of Supervisors and Town Council sends two (2) reps to the MOU committee.
    - The MOU committee provides the Economic Development Director goals each year they want to be accomplished.
  - How can the IDA help?
    - IDA (Industrial Development Authority) could turn into an EDA (Economic Development Authority) and have the same authorities as before. EDA is a more comprehensive term by today's standards.
    - IDA would focus on
      - Business Attraction - because they have the tools to do this.
      - Business Retention - creating a formal program and having the IDA Directors meet with businesses biannually.
      - Business Expansion – helping existing businesses grow.
  - How can the EDAC help?
    - Is better suited to do Placemaking, Tourism efforts, Small Business Marketing, work with the downtown merchants, work with Berryville Main Street.
    - This could give this group a targeted approach to help us accomplish our economic goals.
  - This has not yet been discussed with the Board of Supervisors or the Industrial Development Authority. This is a preliminary discussion to get thoughts, ideas, and feedback.
- Projects outside Berryville

- Example areas, Waterloo or the Double Tollgate areas, the MOU committee will not be involved with that because it is outside the Town limits.
  - The breakdown of duties would be the same with the exception that this group will work directly with the Board of Supervisors.
  - Yearly direction would come from the Board of Supervisors.
  - Give advice back to the Board of Supervisors on what projects you feel should be funded, what concerns are being voiced in the community, what is being heard on the ground, where the financial needs are for budgeting purposes, etc.
- Research into surrounding jurisdictions
- Frederick County has an EDA, partners with the City for a joint Tourism Board.
  - Winchester has an EDA, partners with Frederick County for a joint Tourism Board.
  - Warren County has an EDA, partners with the Town on tourism.
  - Shenandoah County as an IDA and a Tourism Council.
- Discussion
- Christina Kraybill
    - Did not expect the workshop to be all about the IDA.
    - Started questioning her place in listening, but a key term she heard was "economic gardening," which resonated with her.
    - In her opinion, it is the EDACs job to encourage growth, figuring out what works and what does not.
    - Felt inspired on the second day; most households' number one financial resource is the home, the second is a small business of some sort.
    - A lot of households are operating a small business that could turn into something much larger, but the EDAC does not know about it.
    - Feels comfortable with the proposal and focuses the IDA on larger businesses that need more resources and the EDAC on the smaller businesses.
    - Questioned that during the training, it was mentioned there was a database all vacant properties should be listed on but was unaware of where that was. Felicia Hart responded it is a State database that we are currently working on. The past year and a half have had a major push to get that information up to date.
  - Chris Bates

- A frequent question he's had is who follows up with the State to see about businesses that can fit into Clarke County?
  - Chris Boies responded he felt the region is good at understanding who is the best fit for a particular need. Does not get the impression that businesses are being withheld from Clarke County because they want to be sure the company comes somewhere in the region. Felt the locality might get one (1) out of 100 because there are so many localities and States competing.
- Reiterated that he did not feel Clarke County has gotten anything back that anyone has followed up on or been able to follow up on.
- John Milleson
  - Has always felt this committee was underutilized, and the Board of Supervisors was checking a box, so to speak, so they created this group.
  - Felt there would be confusion if there were an EDA and an EDAC to which Chris Boies agreed.
  - The past six months have brought the term "placemaking" to the forefront.
- Bev McKay
  - Agriculture is not talked about enough.
  - Clarke has an enormous amount of Agriculture – crops, dairy, beef, equine, etc. Agriculture survives in spite of a lack of infrastructure.
  - Felt we should look into businesses that support agriculture.
  - A slaughter plant could be an excellent option for Clarke County

## 5. 2020 Annual Business Tour Discussion

Highlights Include:

Felicia Hart

- Tiffany Kemp has reached out to a list of vendors to inquire into their desire to participate in this year's tour. We are still waiting to hear back from them.
- If we were to participate in all business listed, the tour would take 3-4 hours to complete.
- The biggest question is, are we comfortable doing this due to rising COVID-19 numbers? Asked if this should be put off until the spring.



*Draft for approval January 20, 2021*

- Bev McKay requested we do the tour in southern Clarke as the last year or two has been in and around Berryville. Also suggested we do this tour twice a year to promote this a bit more.
- John Milleson stated he would be comfortable doing a December tour if the locations could be outside, not comfortable inside at this time. Did like the idea of doing this twice a year.
- After a discussion, it was decided to postpone the tour until spring to set a good example. Staff will research new dates for spring and fall of 2021.

Staff To-Dos:

- Add a topic of discussion to January 2021 agenda - number of meetings in 2021.
- Look into Spring dates for the Business Tour

**6. Next Meeting**

January 20, 2021, Organizational Meeting

**7. Adjournment**

Being no further business, at 1:50 pm, Chairman John Milleson adjourned the meeting.

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Minutes recorded by Chris Boies and transcribed by Tiffany R. Kemp, Clerk

# Economic Development Advisory Committee

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12-2-2020

Discussion on Economic Development Structure



# Current Structure

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- Economic Development Advisory Committee (EDAC)
- Industrial Development Authority (IDA)
- Berryville-Clarke County Joint Committee on Economic Development & Tourism (MOU Committee)
- NGO's
  - Top of Virginia Chamber of Commerce
  - Downtown Berryville
  - Barns of Rose Hill
  - Historical Association/Mill, Equine Alliance, Farmer's Market, Fairgrounds, and Many Others

# EDAC

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- Discussed/appointed by BOS around 1999/2000. Initial charge was:
  - Review revenue needs and offer ideas for revenue generation
  - Offer advice to BOS, county administrator, economic development director concerning economic development activities



## IDA

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- Legal entity created by BOS with authority granted by Code of Virginia
  - They have special powers localities don't
  - Make grants to private entities
  - Buy/Sell/lease property without public hearing (develop industrial parks)
  - Issue bonds for benefit of private entities
  - Make loans to private entities/forgive repayment of those loans
- They are also the economic development cheerleaders, eyes/ears of the business community, help elected officials analyze opportunities, determine needs, and generally keep them informed on the status of the business community.

# MOU Committee

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- Two members of BOS, two members of town council
- Ensure joint efforts/cooperation on economic development activities in and around the Town of Berryville
- Provide ONE direction to the economic development director
- Ensure joint funding of economic development position



# Basic Functions of a Local Economic Development Program

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- Placemaking/Tourism
- Business Retention/Expansion
- Growing Your Own-small business/entrepreneurs
- Business Attraction

# Placemaking/Tourism

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- Showcasing your community's special attributes/vibrancy
- Two-fold effort-bring people to your community to visit, spend money, then go home/also key for existing and new businesses
- Talent/Workforce number one business concern for expansion/relocation
- Quality of Life-schools, health care, events, recreation, neighborhoods, community pride, etc.



# Business Retention/Expansion

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- 2019 VEDP: 67% announcements, 68% of job announcements, and 54% of capital investments were from existing Virginia businesses
- Need a coordinated program, site visits, check-ins
- Anticipate local business needs/identify problems before
- Build strong business climate/create business champions
- Support structures/business coordination and connections
  
- Strategies/Approach different for corporate vs downtown business

# Growing Your Own-small business/ entrepreneurs

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- Extensive support networks needed
- High percentage of failure in first two years
- Business incubators
- Educational programs for would-be entrepreneurs
- Small Business Development Center at LFCC



# Business Attraction

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- By far most expensive endeavor/most visible headlines
- Very competitive-localities with strong incentive programs
- In Clarke, very targeted and limited due to strong Comprehensive Plan (ensures we maintain sense of place). Focus right now on already zoned vacant properties/buildings.
- History of very successful business park

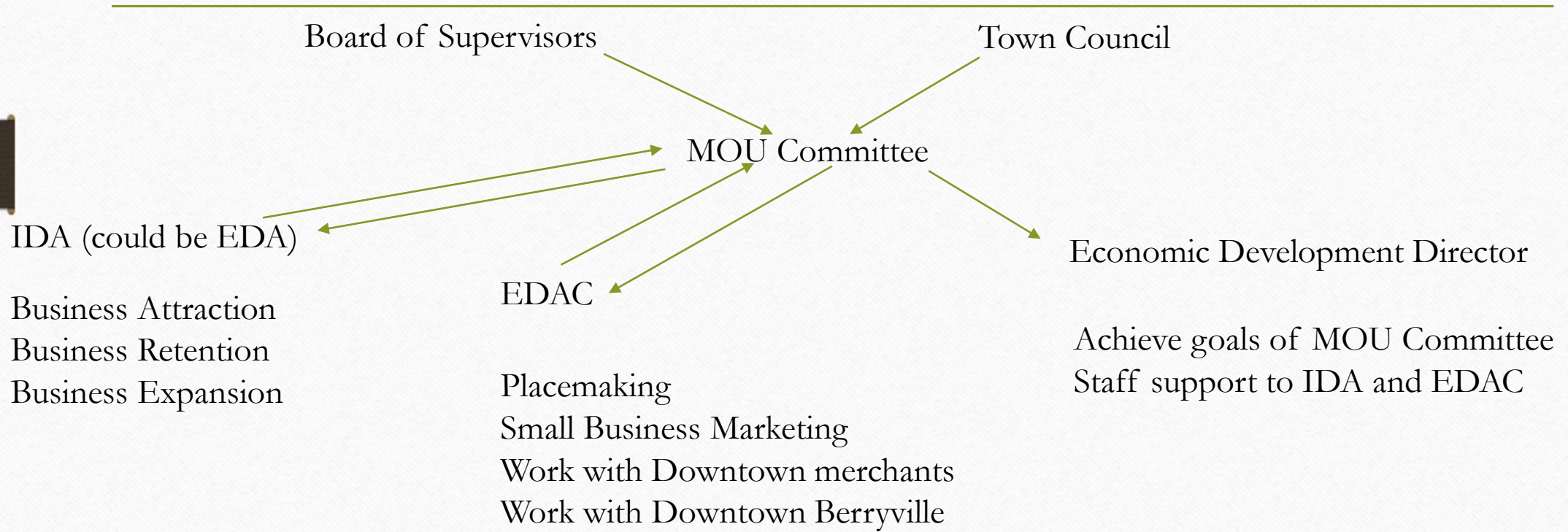
# Regional Perspective

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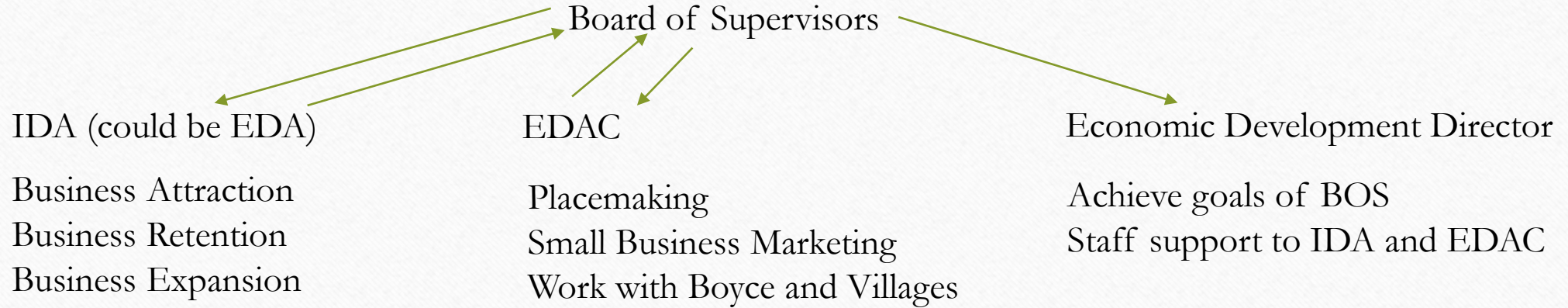
- Businesses look at regions/not jurisdictional boundaries
- Established relationship with Frederick County and City of Winchester
- Coordination with State (Virginia Economic Development Partnership and Virginia Economic Developer's Association)
- Shenandoah Valley Tourism Partnership
- Shenandoah Valley Travel Association



# Projects in and around Berryville



# Projects outside of Berryville





# Thoughts, Questions, Input??

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## Continued Discussion:

- Economic Development Structure
  - Carried forward from the December 2, 2020, Regular Meeting
  - This is an opportunity to discuss the presentation from December 2, 2020, and make any recommendations to staff.



# Director of Economic Development and Tourism Update and Year-end Summary

– By Felicia Hart

## Goals

- #1 Convene group of hospitality owners/operators (topics to include TOT, short-term rentals, Civil War)
  - Group has met once in person. Discussion continues with business owners on a regular basis for updates/status
  
- #2 Engage stakeholders on the feasibility of a hotel in Berryville (this would include owners/operators in the region)
  - Participate in a weekly update of the travel industry. This covers the hotel industry. Talked last week with regional DMOs who get the STR report (monthly hotel industry booking numbers) and many hotels are still understaffed and way under booked due to Covid. Talk now for the industry is that the numbers will not get better until at least 2023. Many travelers are now utilizing short term rentals.
  
- #3 Continue efforts on business attraction, retention *and growth* (seminars, promotion, assistance).
  - I continue to work closely with the Virginia Employment Commission, Virginia Career Works, Lord Fairfax Small Business Development Center and other agencies as needed. We are currently working with the USDA and other Federal agencies to take advantage of their programs.
  - While in Front Royal, I collaborated with Page and Rockingham County to develop the Connect 340 program. We applied for, and won, a REDI (Rural Economic Development Initiative) grant from the USDA. USDA has allowed this program to follow me. This grant provides extensive research for our area(s) aimed at outdoor tourism-related businesses. It is based on our quality of life and the resources that we have. The research includes other areas/states that have been successful in recruiting these types of businesses and their overall marketing plan. We hosted our second Zoom meeting fine tuning our research needs/areas.
  - We continue to work with our local businesses to promote their hiring and training needs.
  - We have had another status meeting with the Virginia Economic Development Partnership.
  - We have successfully completed our first extended conference call with Cochran's Lumber regarding the Economic Gardening program. From this call, researchers will work to determine Cochran's best opportunities for not only increased sales, but better understanding their competition, where sales opportunities are, and how to better promote (and to who) their products.
  - We will start working with C2M on their second phase of this same program.
  - We have initiated conversation with a local business and the Virginia Economic Development Partnership regarding international trade.
  - Via conference call, we are meeting next week with the USDA to continue discussion on the USDA Rural Development Value Added Producer grant with a local farmer.

- We have been regularly communicating with local businesses/non-profits to make them aware of the new PPP 2.0 program. Lord Fairfax Small Business Development Center has already been working with five local businesses to determine eligibility.
- #4 Engage in a dialogue with property owners of vacant buildings and the developable land to spur economic activity.
- We continue discussion with some local property owners.
  - Regularly run queries about new properties on the market to start dialogue.
  - We produced the graphics for the oversize “For Sale/Rent” posters designed to spur discussion
  - We have regular meetings/updates with Christy Dunkle and she continues to make introductions for me.
- #5 Evaluate what is needed to make the Berryville Main Street program viable and successful – report back to Joint Committee on recommendation.
- Have initiated several meetings with both current and past board members for a better understanding of the history of Berryville Main Street program. We are working on potential partnership opportunities for events, trainings and campaigns. While the board members themselves will determine the fate of the program, we can definitely utilize the fact that they are at least trying and wanting to make a difference. They already have relationships with many of the business owners and we can work to take advantage of that asset in getting the word out and helping us better understand current reality.
- #6 Formalize website and social media strategies for economic development.
- Work continues. We have talked with other localities to learn what does/doesn’t work. What pages and community infographics to include. Then production of those individual pieces will be initiated based on budget. We have set up a meeting with the Virginia Economic Development Partnership to incorporate the VAScan program into our site. This program includes land and property offerings in Clarke County. In our first training, we will be working to determine what properties would qualify to be included in this State listing database.
- #7 Establish relationships, and provide training for, realtors in the area.
- I am now planning one-on-one meetings with local realtors – both in Clarke County and surrounding areas.
  - Continue working with ED at the Blue Ridge Association of Realtors to collaborate on potential Zoom training meetings with the USDA, LFSBDC and others.
- #8 Develop and implement an incentive program using the CARES funding
- Currently, as stated earlier, we are working to educate business and non-profits as to what the PPP 2.0 version is offering.
  - The Clear Brook Welcome Center display was a great opportunity. We showcased Main Street and other Clarke County towns/communities, numerous non-profits including Long Branch, Blandy, Historical Association, Farmers Market, the Clarke County Equine Alliance

and Shenandoah Spirits Trail that showcased our two wineries. *Special thanks to Chris Bates for getting organizations to participate.*

- We were able to produce three banners that will be used throughout the year at events/programs and at places like the Clear Brook Welcome Center.
- We produced a Profile Sheet that will be utilized to promote Clarke County to various travel writers, travel bloggers and DMOs. Our profile sheet will be distributed at numerous shows (courtesy of SVTP, SVTA and others) attending the shows.
- Regionally we are putting together another Shop Local campaign – but this time for Valentines Day. This is a play off our “Open and Safe” program.
- We produced short videos of local business owners and video of our area. This will give us access to video that will be utilized for future projects – including those with the State Tourism, Shenandoah Valley Tourism Partnership, Shenandoah Valley Travel Association, Shenandoah Spirits Trail, social media and many others.
- We also produced the over-size for sale/rent signs that will be utilized by property owners. These are colorful signs that include my contact information and make mention of incentives that might be available.
- We continue to have weekly conference calls with EDAs from both Winchester City and Frederick County. Meeting also includes LFSBDC (Christine Kriz) and the Top of Virginia Chamber (Cynthia Snyder). It also includes the United Way as needed. This weekly communication helps us to better understand what our current reality is and how can we adjust sooner to meet those needs. We also serve as a clearinghouse of new information regarding grants and training opportunities. We continue to push the “Open and Safe” Covid campaign.
- We are in regular communication with our local community banks to ensure we are not missing areas of concern for our “Main Street” businesses.

## **Other projects:**

### **Economic Development**

- We continue to regionally participate as part of the Small Business Resiliency Team program as part of a GOVirginia grant. This is in partnership with Lord Fairfax Small Business Development Center. This program assists small businesses with marketing, financial guidance, creation of an e-commerce website and accounting software.
- Continue to utilize Christine Kriz and her staff from the Lord Fairfax Small Business Development Center.
- We continue working regionally to promote the Workforce Initiative. This program works to put businesses in front of high schoolers to show them potential career opportunities.
- Regionally we are producing a NSV Talent website. This site will highlight each areas’ quality of life (including P&R), educational opportunities, and other pertinent information that people are looking for when job hunting.
- We continue participating regionally in the Startup Shenandoah Valley program. This program works with businesses to identify and address their risks while scaling up.

- I continue to meet regularly with Clarke County's Planning and Zoning Directors for updates/catch ups.
- We continue to see some turnover in smaller businesses – i.e. restaurants and some others.

## Tourism

- As part of the Shenandoah Valley Spirits Trail, we just finalized our latest video that highlights Twin Oaks Tavern Winery. This video is shared on the Spirits Trail website and the Virginia Tourism Corporation's site. It is hosted on YouTube and shared via numerous social media outlets.
  - We continue to update the Virginia Tourism Corporation, the Shenandoah Valley Travel Association and other websites regarding Clarke County and our assets/businesses. This includes providing photography and video as time allows. Because of time constraints, we are missing opportunities to highlight Clarke County via blogs, itineraries and "What's New" stories.
  - We have been successful working with local photographers who have offered their works to us. They are providing their images to us for free with just a copyright credit. We are (and will be) incorporating these images in our websites and social media opportunities, in addition to other outlets.
  - Following up with Mayor Arnold's suggestion about potential signage at the trailheads, *(special thanks to Alison Teeter for the introduction to the "Trail Boss" Chris Brunton)* we have discussed where potential signage can go (VDOT vs State Park properties) and what said signage could incorporate. In the works is a new Eagle Scout kiosk project at Bear's Den that we could also potentially include our messaging on.
- 
- As part of our Shenandoah Valley Tourism Partnership Annual Meeting (1/21 @ 10 am), we are proud to announce guest speakers:
    - Rita McClenney, President and CEO of the Virginia Tourism Corporation;
    - Eric Terry, President of the Virginia Restaurant, Lodging and Travel Association;
    - Patrick Kenney, Park Superintendent, Shenandoah National Park; along with
    - Presentations on the economic impact of travel in the Shenandoah Valley; and the
    - Unveiling of our new Partnership website
    - Your Zoom invitation will be e-mailed to you personally.



## County of Clarke

### Economic Development Advisory Committee

Chris Bates, Christy Dunkle, Christina Kraybill, Lori Mackintosh, Bev McKay, John Milleson, Elizabeth Pritchard, and Lee Scheaffer

## 2021 Meeting Schedule

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- January 20, 2021 – Organizational Meeting
- March 17, 2021
- April 14, 2021 – Spring Tour
- May 19, 2021
- July 21, 2021
- September 15, 2021
- October 20, 2021 – Fall Tour
- November 17, 2021
- January 19, 2021 – Organizational Meeting

Third Wednesday at 1:00 pm  
Berryville-Clarke County Government Center  
Main Meeting Room

# Adjourn

## Reports in Packet:

- YTD 2020 Building Department
  - 2020 New Single Family Dwellings
  - December 2020 Building Inspections
  - December 2020 Project Application Report
  
- EDAC Follow-up Items Status Report
  
- 2020 Economic Development Advisory Committee Annual Report
  
- Industrial Development Authority
  - October 22, 2020, Regular Minutes
  
- Berryville-Clarke County Joint Committee on Economic Development and Tourism
  - November 20, 2020, Regular Minutes



- CARES Small Business and Non-Profit Funds Distribution Recap
  
- Annual Distribution
  - Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information
  - Title 42.1. Libraries Chapter 7. Virginia Public Records Act

Building Department - Clarke County  
New Single Family Dwellings 2020

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January			2	2	1		5	
February	1		3	1			5	
March	1	1			1	4	7	
April					1		1	
May				2		1	3	
June				1			1	
July	1	6		1			8	
August		2				1	3	
September		9		2		1	12	
October		6		2			8	
November	1	11		3			15	
December	1	10					11	
<b>TOTAL</b>	<b>5</b>	<b>45</b>	<b>5</b>	<b>14</b>	<b>3</b>	<b>7</b>	<b>79</b>	

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Clarke County  
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Buildi	12/04/20	BT	P	Accessory	BYC	CHPL	2834 CALMES NECK LN	KIRBY VICTOR C	14644	A
Gas Line	12/04/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	15507	A
Final Closing Electr	12/04/20	BT	P	Solar	BYC	GNWY	1520 SWIFT SHOALS RD	1520 SWIFT SHOALS LLC	16247	A
Gas Rough In	12/04/20	BT	P	NRSF			408 WEEKS CT	D R HORTON INC	17031	A
Generator	12/04/20	BT	P	ELEC RES	BLMT	BLTN	230 HACKBERRY LN	SMITH CLIFFORD M & KARE	16942	A
Gas Tank	12/04/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17023	A
Final Closing Buildi	12/04/20	BT	P	Solar	BYC	GNWY	1520 SWIFT SHOALS RD	1520 SWIFT SHOALS LLC	16248	A
Gas Rough In	12/04/20	BT	P	NRSF	BVL		413 WEEKS CT	D R HORTON INC	17032	A
Gas Line Pressure Te	12/04/20	BT	P	ELEC RES	BYC	GNWY	886 CAREFREE LN	CLAY FORREST PATRICK	17022	A
Mechanical Rough In	12/04/20	BT	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17026	A
Sewer Line	12/04/20	BT	P	PlumPer-R	BVL	BVL	114 EAST MAIN ST	MCINTYRE GLENN C & JANE	17089	A
Footings	12/04/20	BT	P	Add Res	BYC	CHPL	101 LINDEN LN	GELARDEN JOANNE	16879	A
Electrical Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16014	A
Plumbing Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16018	A
Mechanical Rough In	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16020	A
Footings Porch/Deck	12/04/20	BT	P	NRSF			54 CUNNINGHAM LN	DUVALL PEGGY S	17035	A
Gas Line	12/04/20	BT	P	ELEC RES	BLMT	BLTN	230 HACKBERRY LN	SMITH CLIFFORD M & KARE	17049	A
Final Closing Buildi	12/04/20	BT	P	Solar	BVL	BLTN	45 SPRING HOUSE LN	KERN ROBERT PRESTON & M	16922	A
Plumbing Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17087	A
Gas Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17088	A
Electrical Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15675	A
Framing	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15673	A
Electric Service	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15676	A
Mechanical Rough In	12/04/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15681	A
Final Closing Electr	12/04/20	BT	P	Solar	BVL	BLTN	45 SPRING HOUSE LN	KERN ROBERT PRESTON & M	16921	A
Framing	12/04/20	BT	P	NRSF	LNGM		1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16012	A
Plumbing Groundworks	12/14/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	16869	A
Slab Basement	12/14/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17150	A
Footings	12/14/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	16444	A
Gas Line	12/14/20	BT	P	NRSF	BVL		647 KIMBLE RD	ORNDORFF MELISSA NICOLE	17139	A
Generator	12/14/20	BT	F	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	17140	A
Plumbing Rough In	12/14/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17180	A
Plumbing Groundworks	12/14/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17152	A
Final Closing Electr	12/14/20	BT	F	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	17141	A
Final Closing Buildi	12/15/20	BT	P	Garage	BLMT		170 DEER HAVEN LN	BUSH MICHAEL RAY	16890	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	17143	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		412 WEEKS CT	D R HORTON INC	17144	A
Fire Off Mechanical	12/15/20	BT	P	NRSF	BVL		417 WEEKS CT	D R HORTON INC	17145	A
Sewer Line	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	17146	A
Water Line	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	17147	A
Sewer Line	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	17148	A
Water Line	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	17149	A
Plumbing Groundworks	12/15/20	BT	P	Add Res	BLMT	BLTN	203 EAGLE ROCK LN	TRENT CAROLYN ALISON &	17151	A
Final Closing Electr	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15544	A
Final Closing Plumbi	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15547	A
Plumbing Groundworks	12/15/20	BT	P	NRSF			431 WEEKS CT	D R HORTON INC	16617	A
Plumbing Groundworks	12/15/20	BT	P	NRSF			435 WEEKS CT	D R HORTON INC	16666	A
Final Closing Buildi	12/15/20	BT	P	Accessory	BLMT	BLTN	130 ASHLEY WOODS LN	JOHNSON MICHAEL & TAMMY	15746	A
Final Closing Mechan	12/15/20	BT	P	MechPer-R	BVL	LNGM	472 STRINGTOWN RD	PEEBLES STEVEN LLOYD &	16683	A
Final Closing Mechan	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15549	A
Final Closing Buildi	12/15/20	BT	P	NRSF	BVL		421 RIDGE RD	CAPITAL BUILDERS LLC	15550	A
Plumbing Groundworks	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17220	A

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Plumbing Groundworks	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17221	A
Final Closing Electr	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15010	A
Final Closing Plumbi	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15013	A
Final Closing Mechan	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15015	A
Final Closing Buildi	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	15016	A
Framing	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16195	A
Electrical Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16197	A
Electric Service	12/16/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16198	A
Plumbing Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16201	A
Mechanical Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16203	A
DrainTile	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17185	A
Gas Rough In	12/16/20	BT	F	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17191	A
Waterproofing/Pargin	12/16/20	BT	P	NRSF			436 WEEKS CT	D R HORTON INC	17186	A
Waterproofing/Pargin	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17187	A
DrainTile	12/16/20	BT	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	17188	A
Final Closing Gas	12/16/20	BT	P	NRSF			9 EAST FAIRFAX ST	D R HORTON INC	17190	A
Electrical Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16138	A
Electric Service	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16139	A
Framing	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16136	A
Plumbing Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16142	A
Mechanical Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16144	A
Gas Rough In	12/18/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	17222	A
Final Closing Buildi	12/18/20	BT	P	Rmdl Res	BVL	BVL	623 EAST MAIN ST	GUTIERREZ-BARRIENTOS MA	17133	A
Final Closing Electr	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15054	A
Final Closing Plumbi	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15057	A
Final Closing Mechan	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15059	A
Final Closing Buildi	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	15060	A
Final Closing Gas	12/18/20	BT	P	NRSF			25 EAST FAIRFAX ST	D R HORTON INC	17189	A
Framing	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17227	A
Electrical Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17228	A
Plumbing Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17229	A
Insulation	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	16196	A
Framing	12/18/20	BT	P	Rmdl Res	BVL	BVL	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	16250	A
Mechanical Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17230	A
Gas Rough In	12/18/20	BT	P	NRSF	BVL		416 WEEKS CT	D R HORTON INC	17231	A
Electrical Rough In	12/18/20	BT	P	Rmdl Res	BVL	BVL	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	17232	A
Insulation	12/21/20	BT	F	Rmdl Res	BVL	BLTN	4908 HARRY BYRD HWY	LLOYD HERMAN B & ALICE	17218	A
Framing	12/21/20	BT	P	Add Res	BVL	BVL	308 STUART CT	MARTENIS CHARLES & IREN	16898	A
Insulation	12/21/20	BT	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	15937	A
Electrical Rough In	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17223	A
Insulation	12/21/20	BT	P	Rmdl Res	BVL	BVL	121 HERMITAGE BLVD	JENKINS RONALD & CARRIE	17240	A
Footings	12/21/20	BT	P	Deck/Porch	BVL	BVL	516 EWELL CT	BROWN ROBERT T & MELISS	17242	A
Footings	12/21/20	BT	P	Garage	BVL	LNGM	3223 KIMBLE RD	ANDERSON CODY A	15119	A
Mechanical Rough In	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17224	A
Framing	12/21/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	17225	A
Final Closing Gas	12/22/20	BT	F	Gas Per-R	BVL	BVL	405 MADDEN ST	FULMER THOMAS JOY DULAN	16562	A
Plumbing Groundworks	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17284	A
Sewer Line	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17285	A
Water Line Ditch	12/23/20	BT	P	NRSF	BVL		517 WEEKS CT	D R HORTON INC	17286	A
Electric Service	12/23/20	BT	F	NRSF		CHPL	4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17283	A
Electric Service	12/23/20	BT	F	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16151	A
Electric Service	12/23/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16163	A

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INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
DrainTile	12/23/20	BT	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	17253	A
Electrical Rough In	12/23/20	BT	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	17245	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BVL	BLTN	568 SMITHFIELD LN	RSP ENTERPRISES	16057	A
Framing	12/23/20	BT	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	13157	A
Insulation	12/23/20	BT	P	NRSF	BVL		420 WEEKS CT	D R HORTON INC	16137	A
Plumbing Groundworks	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	16844	A
Sewer Line	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	17260	A
Water Line	12/23/20	BT	P	NRSF	BVL		513 WEEKS CT	D R HORTON INC	17261	A
Insulation	12/23/20	BT	P	Rmdl Res	BVL	LNGM	638 QUEENSHIP LN	TAYLOR ADRIAN U & TODD	16939	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	16909	A
Electric Service	12/23/20	BT	P	Rmdl Res	BLMT	BLTN	17697 RAVEN ROCKS RD	DAUGHERTY THOMAS W & NA	17248	A
Electrical Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16384	A
Framing	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16382	A
Electric Service	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16385	A
Plumbing Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16388	A
Mechanical Rough In	12/23/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16390	A
Final Closing Plumbi	12/23/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	17254	A
Final Closing Buildi	12/23/20	BT	P	Rmdl Res	BYC	CHPL	10006 LORD FAIRFAX HWY	DARLINGTON MARLON CHRIS	17255	A
Framing	12/29/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16160	A
Electrical Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16162	A
Plumbing Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16166	A
Mechanical Rough In	12/29/20	BT	F	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16168	A
Insulation	12/29/20	BT	P	NRSF	BLMT		4177 EBENEZER RD	LICKING VALLEY CONSTRUC	16383	A
Electric Service	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	17281	A
Gas Rough In	12/29/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	17282	A
Final Closing Buildi	12/29/20	BT	P	Rmdl Res	BVL	CHPL	105 JANEVILLE RD	BISH CHRISTINE	17278	A
Plumbing Rough In	12/29/20	BT	P	Rmdl Res	BLMT	BLTN	19680 BLUE RIDGE MTN RD	MITCHELL JEFFREY T	17226	A
Electric Service	12/29/20	BT	F	NRSF	CHPL		4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17295	A
Meeting with Inspect	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17304	A
Final Closing Gas	12/31/20	BT	P	Gas Per-R	BVL	BLTN	1362 SHEPHERDS MILL RD	PIERCE LEAH ASHLEY	16769	A
Final Closing Mechan	12/31/20	BT	P	MechPer-R	BYC	GNWY	1253 GINNS RD	DUNNING A R JR & ELIZAB	17247	A
Final Closing Electr	12/31/20	BT	P	Garage	BYC	GNWY	146 MORNING STAR LN	LIGHT RONALD N & ELIZAB	17296	A
Final Closing Buildi	12/31/20	BT	P	Garage	BYC	GNWY	146 MORNING STAR LN	LIGHT RONALD N & ELIZAB	15002	A
Electric Service	12/31/20	BT	P	ELEC RES	BVL	LNGM	96 ASHWOOD LN	BEARCE CLINT RYAN & CHR	17234	A
Final Closing Electr	12/31/20	BT	F	ELEC RES	BVL	LNGM	96 ASHWOOD LN	BEARCE CLINT RYAN & CHR	17235	A
Electric Service	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	17279	A
Gas Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	17280	A
Electrical Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16150	A
Plumbing Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16154	A
Framing	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16148	A
Final Closing Gas	12/31/20	BT	P	MechPer-R	BYC	GNWY	1253 GINNS RD	DUNNING A R JR & ELIZAB	17303	A
Mechanical Rough In	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16156	A
Insulation	12/31/20	BT	P	NRSF	BVL		428 WEEKS CT	D R HORTON INC	16161	A
Final Closing Buildi	12/31/20	BT	P	Rmdl Res	BVL	BVL	203 MOORE DR	OLIVER THOMAS H & TIMOT	10530	A
Final Closing Buildi	12/31/20	BT	P	Rmdl Res	BYC	BYC	311 LIMESTONE CT	DEFRANGE JOSEPH LOUIS &	15554	A
Electric Service	12/31/20	BT	P	NRSF	CHPL		4173 EBENEZER RD	LICKING VALLEY CONSTRUC	17298	A
Electric Service	12/31/20	BT	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	16867	A
Insulation	12/31/20	BT	P	Add Res	BLMT	BLTN	203 KELLY LN	LANDMESSER MICHAEL TODD	14397	A
Meeting with Inspect	12/31/20	BT	P	SPAG	BVL	BLTN	4764 HARRY BYRD HWY	MCMULLEN JOHN & CHRISTI	17341	A
Final Closing Buildi	12/31/20	BT	P	Add Res	BVL	BVL	308 STUART CT	MARTENIS CHARLES & IREN	16900	A
Water Line	12/31/20	BT	P	Plum.Per-C	BLMT	CHPL	4822 EBENEZER RD	COUNTY OF CLARKE	17315	A
Insulation	12/31/20	BT	P	NRSF	BVL		424 WEEKS CT	D R HORTON INC	16149	A

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
DrainTile	12/31/20	BT	P	NRSF			512 WEEKS CT	D R HORTON INC	17356	A
Waterproofing/Pargin	12/31/20	BT	P	NRSF			512 WEEKS CT	D R HORTON INC	17357	A
Footings	12/31/20	BT	P	Deck/Porch	BVL	BVL	215 LIBERTY ST	DUNPHY THERESA GRACE TR	17342	A
Footings	12/31/20	BT	P	Add Res	BLMT	BLTN	203 EAGLE ROCK LN	TRENT CAROLYN ALISON &	17340	A
Gas Line	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17104	A
Plumbing Groundworks	12/31/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	17354	A
FOUNDATION	12/31/20	BT	P	Add Res	BLMT	BLTN	196 FOREST RIDGE LN	SHAILOR JOSEPH & JENNIF	17355	A
Electrical Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17307	A
Mechanical Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17308	A
Plumbing Rough In	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17309	A
Gas Line Pressure Te	12/31/20	BT	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17382	A
Framing	12/31/20	BT	P	Rmdl Res	BVL	BLTN	501 GLEN OWEN LN	GENDA WILLIAM D II & BA	17310	A
INSPECTOR TOTALS: 168 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00										
Plumbing Groundworks	12/01/20	JR	P	Rmdl Comm	BVL	BVL	20 WEST MAIN ST	FLP ENTERPRISES	17011	A
Final Closing Buildi	12/01/20	JR	P	Demolition	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17008	A
PreDemolition Inspec	12/01/20	JR	P	Demolition	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17010	A
Final Closing Mechan	12/01/20	JR	P	Mech Per-C	BYC	GNWY	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB I	16719	A
Gas Line Pressure Te	12/01/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17012	A
Framing	12/02/20	JR	P	Rmdl Res	BVL	BLTN	117 BELL LN	STALEY GERALD C & MARGA	16740	A
Water Line	12/02/20	JR	P	Garage	WHPT	GNWY	104 VISTA LN	SMITH LESLIE CHRISTOPHE	17018	A
Meeting with Inspect	12/02/20	JR	P	Deck/Porch	BYC	GNWY	239 MOUNT PROSPECT LN	GOODITIS CHRISTOPHER J	17021	A
Gas Tank	12/02/20	JR	P	Gas Per-C	BYC	GNWY	340 COUNTRY CLUB LN	MILLWOOD COUNTRY CLUB I	17036	A
Plumbing Rough In	12/02/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17019	A
Mechanical Rough In	12/07/20	JR	P	Accessory	BVL	BVL	203 FIRST ST	TOWNSEND DONALD P II &	17086	A
Electrical Rough In	12/07/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17093	A
Insulation	12/08/20	JR	P	NRSF	BVL		409 WEEKS CT	D R HORTON INC	15674	A
Backfill	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17098	A
DrainTile	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17099	A
Waterproofing/Pargin	12/08/20	JR	P	NRSF	BLMT		828 MORGANS MILL RD	GREENE CHRISTOPHER W &	17125	A
Gas Rough In	12/08/20	JR	P	Gas Per-R	BVL	BLTN	1362 SHEPHERDS MILL RD	PIERCE LEAH ASHLEY	16766	A
Gas Line Pressure Te	12/08/20	JR	P	Gas Per-R	BYC	CHPL	4001 CALMES NECK LN	BAILES ALICE	17105	A
Insulation	12/08/20	JR	F	NRSF		LNGM	1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	16013	A
Final Closing Electr	12/09/20	JR	F	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15078	A
Final Closing Plumbi	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15081	A
Final Closing Mechan	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15083	A
Final Closing Buildi	12/09/20	JR	F	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	15084	A
Final Closing Gas	12/09/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17117	A
Final Closing Gas	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17118	A
Final Closing Electr	12/09/20	JR	F	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15042	A
Final Closing Plumbi	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15045	A
Final Closing Mechan	12/09/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15047	A
Final Closing Buildi	12/09/20	JR	F	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	15048	A
Framing	12/09/20	JR	PWC	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	14388	A
Plumbing Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17112	A
Gas Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17115	A
Gas Line Pressure Te	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17116	A
Electrical Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17100	A
Mechanical Rough In	12/09/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERENCE & BARBA	17101	A
Insulation	12/10/20	JR	P	NRSF			1182 CLIFTON RD	WARFIELD WAYNE JR & DEA	17134	A
Final Closing Buildi	12/10/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17137	A



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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Electr	12/10/20	JR	P	NRSF			17 EAST FAIRFAX ST	D R HORTON INC	17138	A
Final Closing Buildi	12/10/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17135	A
Final Closing Electr	12/10/20	JR	P	NRSF			21 EAST FAIRFAX ST	D R HORTON INC	17136	A
Gas Line Pressure Te	12/10/20	JR	P	Rmdl Comm	BVL	BVL	102 WEST MAIN ST	WHITBECK SUE	17132	A
Final Closing Buildi	12/10/20	JR	PWC	Rmdl Res	BVL	CHPL	105 JANEVILLE RD	BISH CHRISTINE	16244	A
Framing	12/10/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	15936	A
Electric Service	12/15/20	JR	P	Rmdl Res	BVL	BLTN	117 BELL LN	STALEY GERALD C & MARGA	17153	A
Slab	12/15/20	JR	P	Add Res	BVL	BLTN	76 WILLIAMSTEAD LN	MCGLYNN MICHAEL FRANCIS	17173	A
Ditch Electric	12/15/20	JR	P	ELEC RES	BVL	BVL	417 CUSTER CT	MACMILLAN JODI M	17192	A
Electric Service	12/15/20	JR	P	Add Res	BVL	LNGM	459 BLAKEMORE LN	THURMAN FARM LLC	17142	A
Footings	12/16/20	JR	P	Add Res	BVL	BLTN	169 CLARKE LN	GARVIE JEFFREY L	13764	A
Electric Service	12/16/20	JR	P	ELEC RES	BVL	CHPL	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	17194	A
Final Closing Electr	12/16/20	JR	P	ELEC RES	BVL	CHPL	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	17195	A
Footings	12/17/20	JR	P	Rmdl Comm	BVL	BVL	29 WEST MAIN ST	RLM-TNM, LLC	17196	A
Final Closing Electr	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13519	A
Final Closing Plumbi	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13522	A
Final Closing Mechan	12/17/20	JR	P	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13524	A
Final Closing Buildi	12/17/20	JR	PWC	NRSF	BVL	LNGM	1373 WRIGHTS MILL RD	MELIUS DONNA MARIE	13525	A
Final Closing Mechan	12/21/20	JR	F	Mech Per-C	BVL	BVL	104 NORTH CHURCH ST	CLARKE COUNTY	15686	A
Framing	12/21/20	JR	PWC	Rmdl Res	BYC	BYC	200 NORTH GREENWAY AVE	HUNTINGDON GATE HOUSE L	17236	A
Final Closing Buildi	12/21/20	JR	P	Com Access	CLK	CHPL	MOUNT CARMEL RD	ATC SEQUOIA LLC	14338	A
Electric Service	12/22/20	JR	P	Elec Per-C	BVL	BVL	612 EAST MAIN ST	VALLEY VENTURES FUND 1	16722	A
Final Closing Electr	12/22/20	JR	P	Elec Per-C	BVL	BVL	612 EAST MAIN ST	VALLEY VENTURES FUND 1	16723	A
Electric Service	12/22/20	JR	P	ELEC RES	PRS	CHPL	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD	17120	A
Final Closing Electr	12/22/20	JR	P	ELEC RES	PRS	CHPL	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD	17121	A
Ceiling Grid	12/22/20	JR	F	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17246	A
Final Closing Electr	12/22/20	JR	F	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17241	A
Framing	12/22/20	JR	P	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERRENCE & BARBA	17274	A
Insulation	12/22/20	JR	PWC	Add Res	BYC	GNWY	3439 SWIFT SHOALS RD	GIROUX TERRENCE & BARBA	14389	A
Ceiling Grid	12/23/20	JR	PWC	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17272	A
Final Closing Electr	12/23/20	JR	PWC	Rmdl Comm	WHPT	GNWY	14401 LORD FAIRFAX HWY	LSC 164A LLC	17273	A
Footings	12/23/20	JR	P	Garage	WHPT	GNWY	91 WHITE POST RD	GUZMAN SANDOVAL JOSE JE	17256	A
Hydro Test	12/29/20	JR	P	Mech Per-C	BVL	BVL	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERP	17297	A
Mechanical Rough In	12/31/20	JR	P	Mech Per-C	BVL	BLTN	180 GRAFTON LN	GRAFTON SCHOOL INC	16422	A

INSPECTOR TOTALS: 71 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00

Footings	12/02/20	RE	P	NRSF			431 WEEKS CT	D R HORTON INC	16611	A
Footings	12/02/20	RE	P	NRSF			435 WEEKS CT	D R HORTON INC	16660	A
Footings	12/02/20	RE	P	NRSF			436 WEEKS CT	D R HORTON INC	16645	A
Footings	12/02/20	RE	P	NRSF	BVL		440 WEEKS CT	D R HORTON INC	16623	A
Basement Walls	12/03/20	RE	P	NRSF			431 WEEKS CT	D R HORTON INC	17127	A
Basement Walls	12/03/20	RE	P	NRSF			435 WEEKS CT	D R HORTON INC	17126	A
Footings	12/15/20	RE	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	16810	A
Footings	12/15/20	RE	P	NRSF			512 WEEKS CT	D R HORTON INC	16798	A
Basement Walls	12/18/20	RE	P	NRSF	BVL		504 WEEKS CT	D R HORTON INC	17276	A
Basement Walls	12/18/20	RE	P	NRSF			512 WEEKS CT	D R HORTON INC	17275	A
Basement Walls	12/21/20	RE	P	NRSF	BVL		277 KINSKY LN	EYCHNER DENNIS W & KATH	17277	A
Footings	12/21/20	RE	P	NRSF	BVL		400 MCCORMICK CT	D R HORTON INC	17074	A
Footings	12/21/20	RE	P	NRSF	BVL		401 MCCORMICK CT	D R HORTON INC	16850	A
Footings	12/21/20	RE	P	NRSF	BVL		405 MCCORMICK CT	D R HORTON INC	17062	A
Basement Walls	12/22/20	RE	P	NRSF	BVL		400 MCCORMICK CT	D R HORTON INC	17429	A

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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Basement Walls	12/22/20	RE	P	NRSF	BVL	401	MCCORMICK CT	D R HORTON INC	17428	A
Footings	12/22/20	RE	P	NRSF	BVL	409	MCCORMICK CT	D R HORTON INC	17050	A
Slab Garage/Carport	12/22/20	RE	P	NRSF		431	WEEKS CT	D R HORTON INC	17305	A
Slab Basement	12/22/20	RE	P	NRSF		431	WEEKS CT	D R HORTON INC	17306	A
Slab Garage/Carport	12/22/20	RE	P	NRSF		435	WEEKS CT	D R HORTON INC	17311	A
Slab Basement	12/22/20	RE	P	NRSF		435	WEEKS CT	D R HORTON INC	17427	A
Footings	12/23/20	RE	P	NRSF		193	PETAL DR	D R HORTON INC	16785	A
Footings	12/23/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	16772	A
Basement Walls	12/23/20	RE	P	NRSF	BVL	405	MCCORMICK CT	D R HORTON INC	17426	A
Basement Walls	12/23/20	RE	P	NRSF	BVL	409	MCCORMICK CT	D R HORTON INC	17312	A
Footings	12/23/20	RE	P	NRSF	BVL	513	WEEKS CT	D R HORTON INC	16838	A
Footings	12/23/20	RE	P	NRSF	BVL	517	WEEKS CT	D R HORTON INC	16826	A
Basement Walls	12/28/20	RE	P	NRSF		193	PETAL DR	D R HORTON INC	17424	A
Basement Walls	12/28/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17425	A
DrainTile	12/28/20	RE	P	NRSF	BVL	277	KINSKY LN	EYCHNER DENNIS W & KATH	17412	A
Slab Porch/Deck	12/28/20	RE	P	NRSF		408	WEEKS CT	D R HORTON INC	17420	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	412	WEEKS CT	D R HORTON INC	17421	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	413	WEEKS CT	D R HORTON INC	17415	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	417	WEEKS CT	D R HORTON INC	17408	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	420	WEEKS CT	D R HORTON INC	17419	A
Slab Porch/Deck	12/28/20	RE	P	NRSF		421	WEEKS CT	D R HORTON INC	17413	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	424	WEEKS CT	D R HORTON INC	17418	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	428	WEEKS CT	D R HORTON INC	17417	A
Slab Porch/Deck	12/28/20	RE	P	NRSF	BVL	432	WEEKS CT	D R HORTON INC	17416	A
Basement Walls	12/28/20	RE	P	NRSF	BVL	513	WEEKS CT	D R HORTON INC	17422	A
Basement Walls	12/28/20	RE	P	NRSF	BVL	517	WEEKS CT	D R HORTON INC	17423	A
Slab Porch/Deck	12/29/20	RE	P	NRSF	BVL	417	WEEKS CT	D R HORTON INC	17414	A
Slab Basement	12/30/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17410	A
Slab Garage/Carport	12/30/20	RE	P	NRSF		197	PETAL DR	D R HORTON INC	17411	A
Slab Basement	12/30/20	RE	P	NRSF		436	WEEKS CT	D R HORTON INC	17409	A
Slab Garage/Carport	12/30/20	RE	P	NRSF		436	WEEKS CT	D R HORTON INC	17407	A

INSPECTOR TOTALS:	46	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:	285	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:	285	INSPECTIONS	FEES:	.00	PAID TO DATE:	.00	UNPAID:	.00



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Building Inspections

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	168	FAIL	24
Basement Walls	13	Jamie Royston	71	PASS	254
Ceiling Grid	2	Ruckman Engineering PLC	46	PASS WITH CONDITIONS	7
Ditch Electric	1				
Drain Tile	6				
Electric Service	19				
Electrical Rough In	14				
Final Closing Building	25				
Final Closing Electric	18				
Final Closing Gas	7				
Final Closing Mechanical	10				
Final Closing Plumbing	7				
Fire Off Mechanical or Gas	3				
Footings	23				
Footings Porch/Deck	1				
FOUNDATION	1				
Framing	18				
Gas Line	4				
Gas Line Pressure Test	6				
Gas Rough In	10				
Gas Tank	2				
Generator	2				
Hydro Test	1				
Insulation	14				
Mechanical Rough In	14				
Meeting with Inspector	3				
Plumbing Groundworks	11				
Plumbing Rough In	13				
PreDemolition Inspection	1				
Sewer Line	5				
Slab	1				
Slab Basement	5				
Slab Garage/Carport	4				
Slab Porch/Deck	10				
Water Line	5				
Water Line Ditch	1				
Waterproofing/Parging	4				

TOTAL INSPECTIONS: 285

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ALL

INSPECTIONS PERFORMED: 12/01/20 to 12/31/20

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	168	FAIL	24
Basement Walls	13	Jamie Royston	71	PASS	254
Ceiling Grid	2	Ruckman Engineering PLC	46	PASS WITH CONDITIONS	7
Ditch Electric	1				
Drain Tile	6				
Electric Service	19				
Electrical Rough In	14				
Final Closing Building	25				
Final Closing Electric	18				
Final Closing Gas	7				
Final Closing Mechanical	10				
Final Closing Plumbing	7				
Fire Off Mechanical or Gas	3				
Footings	23				
Footings Porch/Deck	1				
FOUNDATION	1				
Framing	18				
Gas Line	4				
Gas Line Pressure Test	6				
Gas Rough In	10				
Gas Tank	2				
Generator	2				
Hydro Test	1				
Insulation	14				
Mechanical Rough In	14				
Meeting with Inspector	3				
Plumbing Groundworks	11				
Plumbing Rough In	13				
PreDemolition Inspection	1				
Sewer Line	5				
Slab	1				
Slab Basement	5				
Slab Garage/Carport	4				
Slab Porch/Deck	10				
Water Line	5				
Water Line Ditch	1				
Waterproofing/Parging	4				

TOTAL INSPECTIONS: 285

\*\* END OF REPORT - Generated by Michelle Shayeb \*\*

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Commercial Electric Permit	200591	122.40
Commercial Gas Permit	200592	61.20
	200593	66.30
Commercial Mechanical Permit	200583	111.20
	200586	122.40
	200599	
Commercial Plumbing Permit	200616	61.20
Commercial Remodel	200601	697.07
Residential Accessory	200576	381.64
	200611	349.14
Residential Deck/Porch no Roof	200607	51.00
	200619	51.00
Residential Electric Permit	200589	45.90
	200590	45.90
	200594	193.80
	200598	127.50
	200600	45.90
	200605	45.90
	200606	45.90
	200613	56.10
Residential Garage	200608	398.27
	200609	342.67
Residential Gas Permit	200585	40.80
	200587	40.80
	200612	40.80
	200614	40.80
	200624	61.20
	200625	40.80
	200626	45.90
	200627	40.80
Residential Mechanical Permit	200582	40.80
	200595	81.60
	200596	40.80

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Project Fees
Residential Mechanical	200597	51.00
Residential New	200578	1581.09
	200579	1082.77
	200580	1204.84
	200581	1082.77
	200603	1453.30
	200617	1204.84
	200618	985.07
	200620	1204.84
	200621	1032.77
	200622	1204.84
	200623	1202.07
Residential Plumbing Permit	200575	40.80
Residential Remodel	200602	367.20
	200604	102.00
	200615	395.25
Total		18132.94

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Electric Permit	200591	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$122.40	ISSUED W/O CONDITIONS
Commercial Gas Permit	200592	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$61.20	ISSUED W/O CONDITIONS
	200593	1402 COOL SPRING LN	COMMUNITY OF CISTERCIANS OF THE	\$0	\$66.30	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	200583	6 E MAIN ST	HUDSON FLOYD	\$0	\$111.20	ISSUED W/O CONDITIONS
	200586	523 JACK ENDERS BLVD	KELLEY & COCHRAN ENTERPRISES	\$0	\$122.40	ISSUED W/O CONDITIONS
	200599	300 CARTER HALL LN	PEOPLE TO PEOPLE HEALTH FDN INC	\$0		CLOSED W/ FINAL
Commercial Plumbing Permit	200616	4822 EBENEZER RD	COUNTY OF CLARKE	\$0	\$61.20	ISSUED W/O CONDITIONS
Commercial Remodel	200601	29 W MAIN ST	RLM-TNM, LLC	\$73,174	\$697.07	ISSUED W/O CONDITIONS
Residential Accessory	200576	690 GUN BARREL RD	THOMPSON DALE LEE JR	\$28,680	\$381.64	ISSUED W/O CONDITIONS
	200611	20867 BLUE RIDGE MTN RD	BLACKWELL AARON K & PAMELA G	\$21,600	\$349.14	ISSUED W/O CONDITIONS
Residential Deck/Porch no Roof	200607	516 EWELL CT	BROWN ROBERT T & MELISSA S	\$0	\$51.00	ISSUED W/O CONDITIONS
	200619	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential Electric Permit	200589	54 SUMMER SPRINGS LN	SECHRIST GEORGE HAROLD & MARY M	\$0	\$45.90	CLOSED W/ FINAL
	200590	121 S BUCKMARSH ST	MORTON WALTER F JR & DAWNING G SLO	\$0	\$45.90	ISSUED W/O CONDITIONS
	200594	4001 CALMES NECK LN	BAILES ALICE	\$0	\$193.80	APP PENDING
	200598	516 S CHURCH ST	GABLE BRADLEY J & MELINDA D	\$0	\$127.50	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Electric Permit	200600	2801 SALEM CHURCH RD	BUCKLEY LAND CO LLC	\$0	\$45.90	CLOSED W/FINAL
	200605	96 ASHWOOD LN	BEARCE CLINT RYAN & CHRISTINA L	\$0	\$45.90	ISSUED W/O CONDITIONS
	200606	884 OLD FERRY LN	LONG CLAY M & MARY S	\$0	\$45.90	ISSUED W/O CONDITIONS
	200613	71 BEYDLER LN	PIOTTER WARREN E & VIRGINIA C	\$0	\$56.10	APP PENDING
Residential Garage	200608	974 WHITE PINE LN	FREEMAN BARRY D & JANIA ROBIN SHORT	\$32,302	\$398.27	ISSUED W/O CONDITIONS
	200609	91 WHITE POST RD	GUZMAN SANDOVAL JOSE JESUS	\$20,188	\$342.67	ISSUED W/O CONDITIONS
Residential Gas Permit	200585	4001 CALMES NECK LN	BAILES ALICE	\$0	\$40.80	ISSUED W/O CONDITIONS
	200587	2698 CASTLEMAN RD	BONETT RICHARD C & JODIE L	\$0	\$40.80	ISSUED W/O CONDITIONS
	200612	2186 JOHN MOSBY HWY	COOK JIMMY L & LINDA F	\$0	\$40.80	APP PENDING
	200614	309 HENDERSON CT	WHERRY DAVID C & AZUCENA R	\$0	\$40.80	APP PENDING
	200624	602 ROCK GATE LN	MONROE JANA R	\$0	\$61.20	APP PENDING
	200625	655 WADESVILLE RD	KLINE JASON E	\$0	\$40.80	APP PENDING
	200626	215 LIBERTY ST	DUNPHY THERESA GRACE TRUSTEE	\$0	\$45.90	ISSUED W/O CONDITIONS
	200627	7 FARMERS LN	FARMERS LANE LLC	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Mechanical Permit	200582	1253 GINNS RD	DUNNING A R JR & ELIZABETH TRSTEES	\$0	\$40.80	ISSUED W/O CONDITIONS
	200595	28 MAPLE LN	CORE THERESA LYNN & PEGGY & DONALD	\$0	\$81.60	ISSUED W/O CONDITIONS
	200596	929 SHENANDOAH RIVER LN	JUPIN BRIAN & KRISTIANNA	\$0	\$40.80	ISSUED W/O CONDITIONS

## Project Application Report - Building Dept

For Period: 12/1/2020 to 12/31/2020

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Residential Mechanical Permit	200597	184 HUNTOVER LN	HUNTOVER L P	\$0	\$51.00	ISSUED W/O CONDITIONS
Residential New	200578	508 WEEKS CT	D R HORTON INC	\$314,683	\$1,581.09	ISSUED W/O CONDITIONS
	200579	409 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200580	405 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200581	400 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,082.77	ISSUED W/O CONDITIONS
	200603	0	HAVEN WOOD FARM LLC	\$115,578	\$1,453.30	ISSUED W/O CONDITIONS
	200617	417 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200618	413 MCCORMICK CT	D R HORTON INC	\$184,830	\$985.07	ISSUED W/O CONDITIONS
	200620	420 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200621	416 MCCORMICK CT	D R HORTON INC	\$206,116	\$1,032.77	ISSUED W/O CONDITIONS
	200622	408 MCCORMICK CT	D R HORTON INC	\$232,711	\$1,204.84	ISSUED W/O CONDITIONS
	200623	412 MCCORMICK CT	D R HORTON INC	\$243,001	\$1,202.07	ISSUED W/O CONDITIONS
Residential Plumbing Permit	200575	114 E MAIN ST	MCINTYRE GLENN C & JANE E	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Remodel	200602	3100 BORDENS SPRING RD	WEISS CHRISTIE ANNE	\$16,500	\$367.20	APP PENDING
	200604	4908 HARRY BYRD HWY	LLOYD HERMAN B & ALICE L TRSTEEES	\$0	\$102.00	ISSUED W/O CONDITIONS
	200615	144 DEER WOOD LN	OWSLEY DAVA WILLIS	\$45,000	\$395.25	ISSUED W/O CONDITIONS

Economic Development Advisory Committee  
Follow Up Items Status Report

Year	Meeting Date	Item	Description	Follow Up	Status	Date Complete	Review Date	No. of Days
2020	1/29/2020	52	Forward approved meeting schedule to Public Information for upload to calendar	Lora B. Walburn	Complete	1/29/2020		0
2020	1/29/2020	53	Process approved minutes and post to website	Lora B. Walburn	Complete	1/31/2020		2
2020	1/29/2020	54	Carry forward brochure review	Lora B. Walburn	Added to agenda 01/31/2020	1/31/2020		2
2020	1/29/2020	55	Add presentation by Dana Waring to the March Agenda	Lora B. Walburn	Added to agenda 01/31/2020	1/31/2020		2
2020	1/29/2020	56	Add review of agri-equine survey to March agenda.	Lora B. Walburn	Added to agenda 01/31/2020	1/31/2020		2
2020	1/29/2020	57	Carry forward meals tax discussion to March agenda	Lora B. Walburn	Added to agenda 01/31/2020	1/31/2020		2
2020	1/29/2020	58	Provide brochure proposal at March meeting.	Chris Boies	Meeting cancelled due to Covid-19	3/31/2020		62
2020	1/29/2020	59	Include 2002 ag-survey in March packet. Send to members prior to meeting to allow more time for review.	Lora B. Walburn	01-31: 2002 ag-survey not in County Admin file, requested assistance from McKay, Bates locating, and with VDACS / USDA reports.	1/31/2020		2
2020	7/15/2020	60	Process approved minutes and forward to the Public Information Officer for upload to the website.	Tiffany Kemp	Complete	7/24/2020		9
2020	7/15/2020	61	Carry forward to the January 2021 meeting continued discussion on the Ag-equine study.	Tiffany Kemp	Reminder set to add this to the January 2021 agenda. 01/13/21 Topic Withdrew by Chris Bates.	7/16/2020	1/13/2021	1
2020	7/15/2020	62	Include Monthly Airbnb taxes collected to reports section	Chris Boies and Tiffany Kemp	Chris Boies inquired with the COR on getting that information on a monthly basis. COR is working on what information can be shared.	7/24/2020		9
2020	7/15/2020	63	Provide committee with list of goals established by the Berryville/Clarke County Joint Committee on Economic Development and Tourism at next meeting	Tiffany Kemp	Email sent to all members 7/24/20. Will also be provided in the next meeting packet.	7/24/2020		9
2020	7/15/2020	64	Staff will work on a document detailing which committee (IDA, EDAC, BCCJCED&T) has which responsibilities.	Chris Boies, Felicia Hart & Tiffany Kemp	Work in progress	12/2/2020		140
2020	9/16/2020	65	Process approved minutes and forward to the Public Information Officer for upload to the website.	Tiffany Kemp	Complete	9/16/2020		0
2020	9/16/2020	66	Contact Dana Waring to present at the November meeting Updated: defer presentation until Jan/Feb 2021	Tiffany Kemp	Added to agenda and calendar to contact. Will reach out to see if she can present at the 2nd meeting of 2021 once schedule is set.	9/16/2020	1/13/2021	0
2020	12/2/2020	67	Correct minutes, process approved minutes and forward to the Public Information Officer for upload to the website.	Tiffany Kemp	Sent to Cathy Keuhner for posting.	12/7/2020		5
2020	12/2/2020	68	Add a discussion on the number of meetings for 2021	Tiffany Kemp	Discussion topic added to January Agend	12/7/2020		5



**2020 Economic Development Advisory Committee**

Meetings	1/29/2020	3/20/2020 Cancelled	5/20/2020 Cancelled	6/17/2020	7/15/2020	9/16/2020	11/18/2020 Rescheduled	12/2/2020	12/16/2020 Annual Tour Postponed	Total Attend
Bates, Chris	1			1	1	1		1		5
Dunkle, Christy	1			1	1	1		1		5
Felicia Hart				1	1	1		1		4
Kemp, Tiffany				1	1	1		0		3
Kraybill, Christina	1			1	1	1		1		5
McKay, Bev	1			1	1	1		1		5
McIntosh, Lori				0	0	0		0		0
Milleson, John	1			1	1	1		1		5
Shaffer, Lee	0			0	0	1		1		2
Pritchard, Betsy	0			1	1	1		1		4
Capelli, Len	1									1
Walburn, Lora	1			1						2
	7	0	0	9	8	9	0	8	0	41

Date	Packet Pgs	Minutes Pgs	Clerk
1/29/2020	112	10	Lora
3/18/2020	102	0	Lora
5/20/2020	0	0	Lora
6/17/2020	15	12	Lora
7/15/2020	189	9	Tiffany
9/16/2020	86	6	Tiffany
11/18/2020	0	0	Tiffany
12/2/2020	109	22	Tiffany
12/16/2020	0	0	
	<u>613</u>	<u>59</u>	
Lora Total	229	22	
Tiffany Total	384	37	

Highlights

- January: Elected Chair John Milleson, Vice Chair Chris Bates  
Discussed brochure project; carried forward to March  
Discussed agi-equine survey; carried forward to March  
Discussed meals tax and HB785; carried forward to March  
Len Capelli review Agripreneur seminar for February 12
- March: Cancelled due to COVID-19  
Update sent by Felicia Hart
- May: Cancelled due to COVID-19  
Update sent by Felicia Hart 05/21/2020
- June: Joint meeting with IDA and EDAC  
Review of Zoning, available properties by Brandon Stidham  
Review of Economic Development and Tourism activities by Felicia Hart  
Personnel update by Chris Boies Director ED&T, IDA & EDAC Clerk
- July: Will hold off on Ag-equine survey and reevaluate at the beginning of 2021  
Include Goals of the Joint Committee to the next packet.  
Create a list of roles/responsibilities
- September: CARES Grant Small Business Assistance Review  
30 Applications, 28 complete, max \$10,000 per application  
Felicia Hart discussed CARES funding for
- November: Rescheduled to December 2, 2020
- December: Discussed the structure of the EDAC, IDA, MOU Committee, and Berryville Main Street  
The 2020 Annual Business Tour was postponed due to COVID-19  
It was decided to have two tours a year, one in spring and one in fall

Industrial Development Authority of the Clarke County Virginia  
Board of Directors  
October 22, 2020, Minutes

A meeting of the Industrial Development Authority of the Clarke County Virginia held in the Berryville/Clarke County Government Center, Berryville, Virginia, on Thursday, October 22, 2020, at 1:00 pm.

Directors Present: Brian Ferrell, Rodney Pierce, William Wolfe, Ben Cochran

Directors Absent: Isreal Preston, English Koontz, and William Waite

Board of Supervisors Liaison Present: David Weiss, Chair

County Staff Present: Chris Boies, County Administrator  
Felicia Hart, Director Economic Development and Tourism  
Tiffany Kemp, Clerk  
Cathy Kuehner, Public Information Officer

1. Call to Order

At 1:02 pm, Director Ferrell called the meeting to order after it was determined quorum was present.

2. Adoption of Agenda

**Director Pierce, seconded by Director Wolfe, moved to adopt the agenda as presented or amended**

Ben Cochran	-	Aye
Brian Ferrell	-	Aye
English Koontz	-	Absent
Rodney Pierce	-	Aye
Isreal Preston	-	Absent
William Waite	-	Absent
William Wolfe	-	Aye

3. Approval of Minutes

Director Ferrell, seconded by Director Cochran, moved to approve the July 23, 2020, minutes as presented.

- Ben Cochran - Aye
- Brian Ferrell - Aye
- English Koontz - Absent
- Rodney Pierce - Aye
- Isreal Preston - Absent
- William Waite - Absent
- William Wolfe - Aye

4. Secretary / Treasurer's Report

A. FY2020 Year-to-Date Check Log

Industrial Development Authority of the Clarke County Virginia - Check Log

Fiscal Year	Check Number	Date	Description	Category	Clear	Debit (-)	Credit (+)	Balance	Additional Information
2020		7/1/19	Shenandoah University	Bond Fees	C		\$1,000.00	\$46,555.55	Bond Modification 6/13/19; Check #0176551
2020	594	7/25/19	Mark Cochran	Director Fees	C	\$50.00		\$46,505.55	Meeting 7/25/19
2020	595	7/25/19	Brian Ferrell	Director Fees	C	\$50.00		\$46,455.55	Meeting 7/25/19
2020	596	7/25/19	Bill Waite	Director Fees	C	\$50.00		\$46,405.55	Meeting 7/25/19
2020	597	7/25/19	Bill Wolfe	Director Fees	Void	\$50.00	\$50.00	\$46,405.55	Meeting 7/25/19
2020	598	10/24/19	William Waite, Richmond Meeting	Director Fees	C	\$425.00		\$45,980.55	Conference - Richmond, VA
2020	599	7/25/19	Berryville Main Street	Civic Contribution	C	\$4,750.00		\$41,230.55	Hotel Feasibility Study
2020	600	7/25/19	English Koontz	Director Fees	C	\$50.00		\$41,180.55	Meeting 7/25/19
2020	601	8/6/19	Lord Fairfax Small Business Development Center	Civic Contribution	C	\$6,000.00		\$35,180.55	Annual Civic Contribution
2020	602	10/24/19	William Waite	Director Fees	C	\$50.00		\$35,130.55	Meeting 10/24/19
2020	603	10/24/19	Brian Ferrell	Director Fees	C	\$50.00		\$35,080.55	Meeting 10/24/19
2020	604	10/24/19	English Koontz	Director Fees	C	\$50.00		\$35,030.55	Meeting 10/24/19
2020	605	10/24/19	Isreal Preston	Director Fees	C	\$50.00		\$34,980.55	Meeting 10/24/19
2020		1/6/20	Grafton School	Bond Fees	C		\$562.50	\$35,543.05	2019 Bond Fees
2020		1/30/20	Lord Fairfax Community College	Bond Fees	C		\$2,988.90	\$38,531.95	2019 Bond Fees
2020	606	1/26/20	Brian Ferrell	Director Fees	C	\$50.00		\$38,481.95	Meeting 1/23/20
2020	607	1/26/20	English Koontz	Director Fees	C	\$50.00		\$38,431.95	Meeting 1/23/20
2020	608	1/26/20	Rodney Pierce	Director Fees	C	\$50.00		\$38,381.95	Meeting 1/23/20
2020	609	1/26/20	Isreal Preston	Director Fees	Void	\$50.00	\$50.00	\$38,381.95	Meeting 1/23/20, Check not cashed - Voided 8/11/20
2020	610	1/26/20	Bill Waite	Director Fees	C	\$50.00		\$38,331.95	Meeting 1/23/20
2020	611	1/26/20	William Wolfe	Director Fees	Void	\$50.00	\$50.00	\$38,331.95	Meeting 1/23/20, Check not cashed - Voided 8/11/20
2020	612	1/30/20	Ben Cochran	Director Fees	C	\$50.00		\$38,281.95	Meeting 1/23/20
2020		3/9/20	Shenandoah University	Bond Fees	C		\$3,907.50	\$42,189.45	2019 Bond Fees, Notice given 2/3/20, Reminder 3/6/20, Received 3/9/20
2020	613	3/4/20	Robinson Farmer Cox	Audit	C	\$1,675.00		\$40,514.45	FY19 Audit, Invoice #68603 Received 3/9, Mailed 3/10
2020	614	3/8/20	VACorp	Insurance	C	\$1,340.00		\$39,174.45	FY21 Insurance 07/01/20 - 06/30/21
2020		6/30/20	Balance					\$39,174.45	Ending FY20 Balance
2021	615	7/23/20	Bill Waite	Director Fees	C	\$50.00		\$39,124.45	Meeting 7/23/20
2021	616	7/23/20	Brian Ferrell	Director Fees	C	\$50.00		\$39,074.45	Meeting 7/23/20
2021	617	7/23/20	Ben Cochran	Director Fees	Void	\$50.00	\$50.00	\$39,074.45	Meeting 7/23/20; Not in attendance, check destroyed
2021	618	7/23/20	English Koontz	Director Fees	Void	\$50.00	\$50.00	\$39,074.45	Meeting 7/23/20; Not in attendance, check destroyed
2021	619	7/23/20	Rodney Pierce	Director Fees	C	\$50.00		\$39,024.45	Meeting 7/23/20
2021	620	7/23/20	Isreal Preston	Director Fees	C	\$50.00		\$38,974.45	Meeting 7/23/20
2021	621	7/23/20	William Wolfe	Director Fees	C	\$50.00		\$38,924.45	Meeting 7/23/20
2021	622	8/24/20	Lord Fairfax Small Business Development Center	Civic Contribution	C	\$6,000.00		\$32,924.45	FY21 Annual Civic Contribution

B. Investments Year-to-Date Summary, Year-to-Date Budget, Bond Logs

Expenditures Category	Amount	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Expended YTD	Remaining Balance
Advertising	\$ 400													\$ -	\$ 400
Audit	\$ 1,675													\$ -	\$ 1,675
Civic Contributions	\$ 6,000		\$ 6,000.00											\$ 6,000.00	\$ -
Director Fees	\$ 1,400	\$ 150.00												\$ 150.00	\$ 1,250
Insurance	\$ 1,340													\$ -	\$ 1,340
Postage	\$ 25													\$ -	\$ 25
Professional Services	\$ 1,250													\$ -	\$ 1,250
Professional Services	\$15,000													\$ -	\$ 15,000
<b>Total Expenditures:</b>	<b>\$27,090</b>	<b>\$ 150.00</b>	<b>\$ 6,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,150.00</b>	<b>\$ 20,940</b>

Estimated Revenues	Estimated Amount	Actual Revenue	+/- Estimate
<b>Bonds:</b>			
Grafton School, Inc. Bond	\$ 382	\$ -	(382)
LFCC Bond	\$ 1,989	\$ -	(1,989)
Shenandoah University Bond	\$ 2,908	\$ -	(2,908)
	\$ 5,279	\$ -	(5,279)
<b>Interest Income:</b>	\$ 3,200	\$ 701	(2,499)
<b>Total Revenue:</b>	<b>\$ 8,479</b>	<b>\$ 701</b>	<b>(7,778)</b>

FY2021 Investment Summary														
Asset Summary	Jul '20	Aug '20	Sep '20	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21	Apr '21	May '21	June '21	FY2021 YTD	
Beginning Balance	102,895.08	\$105,573.96	\$108,088.64											\$316,557.68
Dividends, Interest, & Other Income	\$ 251.49	\$ 224.85	\$ 224.50											\$ 700.84
Net Change in Portfolio	\$ 2,427.39	\$ 2,289.83	\$ (1,462.42)											\$ 3,254.80
Ending Balance	105,573.96	108,088.64	106,850.72	-	-	-	-	-	-	-	-	-		

Discussion

- Director Ferrell asked the Board to review the packet's information as Director Waite could not attend the meeting.
- Chris Boies pointed out the IDA pays Lord Fairfax Small Business Development Center \$6,000 a year; since Felicia Hart, Director of Economic Development and Tourism, came on Board, Christine Kriz, LFSBDC Director, has spent more time in Clarke County and we've had a lot more interaction with County businesses than we have in years past. We've always had a relationship, but it's a stronger relationship now.
- David Weiss asked why the Estimated Bond Revenues stated there was a negative estimate. Tiffany Kemp, Clerk, responded that the spreadsheet's equation is incomplete because we have not received the Bond Fees. Chris Boies further clarified because the equation is not complete, once those fees are received and entered into the spreadsheet, the equation will populate the actual amounts.

**Director Ferrell, seconded by Director Pierce, moved to approve the Treasurer's report, as presented.**

- Ben Cochran - Aye
- Brian Ferrell - Aye
- English Koontz - Absent
- Rodney Pierce - Aye
- Isreal Preston - Absent

William Waite - Absent  
William Wolfe - Aye

## 5. Old Business

### A. Review and Adoption of Bylaws, Rules, and Procedures

- Bylaws, Page 1, Section 102. Purposes
  - Tiffany Kemp, Clerk, found an error in the Section Link. It currently reads "15.2-490 I" and it should read "15.2-4901".
  
- Bylaws, Page 1, Section 201. Board of Directors
  - Currently reads, "The Authority shall be governed by a Board of Directors in which all powers of the Authority shall be vested."
    - Felicia Hart asked if we should list what qualifications a person should have to be a Director of the IDA?
      - David Weiss stated it is important to note, the Board of Supervisors wants the flexibility to choose those who will help the community, so these requirements should not be so restrictive it inhibits the process.
  - By Consensus, the following requirements were agreed upon:
    - Clarke County resident with business experience that would be helpful to the mission of the Industrial Development Authority;
    - Someone from the banking sector should be on the Board at all times.
  
- Bylaws, Page 2; Section 202. Number. Appointment and Terms of Director
  - Currently reads, "If at the end of any term of office of any Director or successor thereto has not been appointed, then the Director whose term of office has expired shall continue to hold office until a successor is appointed or qualified."
    - Felicia Hart asked if any one person should be able to serve more than "X" number of consecutive years or terms?
  - By Consensus, the Board agreed there is no need to assign term limits.
  
- Bylaws, Page 2; Section 203. Vacancies
  - Currently reads, "In the event the term of any Director of the Authority shall expire without the Director being reappointed or a new Director being appointed by the Board of Supervisors, then the Director whose term has expired shall continue in office until his reappointment and qualification or until his successor shall have been appointed and qualified."

- Felicia Hart clarified there is currently no expectations laid out and suggested putting in writing the bare minimum expectations.
  - Brian Ferrell asked David Weiss if the Board of Supervisors has a policy already in place the IDA could borrow? David Weiss responded he was unsure of anything in writing; that the expectation is people make the vast majority of meetings and when it comes to the Board's attention they are not; they try to find out why that is. Feels it is a good idea to have it in writing.
  - Director Pierce asked what is the chance of doing virtual meetings would be? Chris Boies responded the Bylaws would need to state virtual meetings would be allowed. State code changed temporarily to allowed quorum to be participating from a distance during the pandemic.
  - Director Pierce stated he would like to adopt something similar to the Board of Supervisors, Director Wolfe agreed.
  - David Weiss stated not making meetings is not an immediate dismissal, but multiple missed meetings would prompt a discussion.
  - Chris Boies agreed there is flexibility.
  - By Consensus, the Board agreed to add language allowing electronic meetings.
- Bylaws, Page 2; Section 204. Annual Meetings
- Currently reads, "The annual meeting of the Board of Directors shall be held in January of each year and meetings held once per quarter, or at such time as needed throughout the year in the Berryville Clarke County Government Center, 101 Chalmers Court, Second Floor, Berryville, Virginia or at such location as the Board of Directors may designate."
    - Felicia Hart asked if quarterly meetings are needed or will biannual meetings suffice?
  - By Consensus, the Board agreed to keep meetings at once per quarter and to stipulate Directors be expected to attend the "vast majority" of all meetings.
- Bylaws, Page 3; Section 209. Removal of Directors Before Their Terms in Office Expires
- Currently reads, "Should the Executive Committee, by a majority vote..."
    - Felicia Hart noted that we mention an "Executive Committee," but the Bylaws do not clarify who makes up this committee. Usually, this consists of the Chair, The Vice-Chair,

- Secretary/Treasurer, and possibly the past chair to maintain history.
  - Chris Boies pointed out that if you don't want one, we should remove the reference.
  - Director Pierce felt we should keep this but mention the top two (2) or three (3) Directors make this up.
  - Chris Boies felt it would be best to have the three (3) officers, the Chair, Vice-Chair, and Secretary/Treasurer, make this committee to avoid a split vote.
- By Consensus, the Board agreed to have the language include the Chair, Vice-Chair, and Secretary/Treasurer make up the Executive Committee.
- Bylaws, Page 4; Section 210. Remuneration for Meeting Attendance
  - Currently reads, "Each Director shall receive \$50 for attending a quarterly meeting. The Authority Treasurer shall be responsible for issuing payment. There shall be no remuneration for special meetings."
    - Felicia Hart found a discrepancy in sections 210 and 402, Page 6, which states, "Directors shall receive no salary."
    - David Weiss felt it should be in writing that you can be reimbursed for travel expenses.
    - Chris Boies suggested moving the language from section 210 to section 402. Felt the language in section 402 is okay, but to keep clear, add in the \$50 for each quarterly meeting.
  - By Consensus, the Board agreed to move language from Section 210 to Section 402 while adding in language regarding a \$50 payment per quarterly meeting and travel expenses may be reimbursed.
- Bylaws, Page 7; Section 405. Authorized Signatures
  - Currently reads, "The signature of any officer or Director may be by facsimile when authorized by the Board of Directors."
    - Felicia Hart questioned if the term "facsimile" still was applicable.
  - By Consensus, the Board agreed to add "or electronic signature" to the sentence.
- Rules and Procedures, Page 4; Section 4.2 Administrative Fees
  - This section currently lists Bond Fees.
    - Staff suggests making this an appendix at the end of the document. If the fees need to be changed, it can happen without the Board having to make a formal vote to amend the Bylaws, Rules and Procedures.

- By Consensus, the Board agreed to amend the text to state, please see Appendix A.
- Rules and Procedures, Page 5, Section 4.6 Bond Validation Proceedings
  - Currently reads, "The Authority may require that before issuance, its Bonds be validated by the Circuit Court of the County of Clarke, Virginia, pursuant to the requirements of Article 6, Chapter 26, Title 15.2 of the Code. The costs, expenses and fees incurred in connection with any bond validation proceedings required by the Authority, including attorneys' fees, shall be paid by the Applicant."
    - Felicia Hart questioned if the IDA had ever done this before, to which the answer was unknown.
  - It was determined the language must be left as it is required by law.
- Rules and Procedures, Page 5; Section 4.7 Additional Information Required by Applicants
  - Currently reads, "The Authority may require that before issuance, its Bonds be validated by the Circuit Court of the County of Clarke, Virginia, pursuant to the requirements of Article 6, Chapter 26, Title 15.2 of the Code. The costs, expenses and fees incurred in connection with any bond validation proceedings required by the Authority, including attorneys' fees, shall be paid by the Applicant."
    - Felicia Hart noted there is no exact checklist for what the applicant will be charged. She suggested staff create a generic invoice to show all the options and note on one sheet what we are charging for and what we will not charge. The opportunity for us to miss something is massive.
  - By Consensus, the Board tasked staff with creating a document to detail what all the possible charges are and what each applicant could be charged for.
- Rules and Procedures, Page 5; Section 4.8 Notice of Public Hearing, Paragraph I
  - Currently reads, "The Applicant shall publish a notice of public hearing with respect to each Application for which a public hearing is required by the Code once a week for two successive weeks, to be published in a newspaper having general circulation in the County of Clarke, Virginia and in such other newspapers as may be required."
    - Staff suggested clarifying records will be held in County administration following retention periods set by the Library of Virginia.



- By Consensus, the Board agreed with adding language to clarify public hearing publication notices will be held in IDA files with staff per retention periods set by the Library of Virginia.
- Rules and Procedures, Page 5; Section 4.8 Notice of Public Hearing, Paragraph IV
  - Currently reads, "The Authority shall publish such additional notice or notices and hold such additional public hearings with respect to each Application as may be required by law or recommended by Counsel to the Authority."
    - Felicia Hart noted in other jurisdictions, she has seen the applicant be responsible for paying for these fees.
    - When questioned why publishing such additional notices would happen, Chris Boies stated, as an example, there could be a continuation of the public hearing, a bond council that didn't like the way the add was advertised. Someone is usually at fault; something happened to the terms between the time the applicant applied, something significant enough to necessitate the need to republish the add.
    - David Weiss suggested adding in wording to state if the applicant is at fault, they would have to pay the fees; if the IDA were at fault, the IDA would pay to re-advertise.
    - Director Ferrell felt Mr. Weiss's idea could be problematic, "he said, she said" game to decide who is at fault.
    - Director Pierce agreed it could be troublesome.
    - Chris Boies pointed out the Planning Commission states that advertising costs will be at the applicant's expense. Further pointed out an amendment to section 4.6 to add "advertising fees" to that language would help clarify this section.
  - By Consensus, the Board agreed to amend the wording in Section 4.6 Bond Validation Proceedings to include "advertising fees" to make this section clear, the applicant will pay advertising fees associated with the Bond.
- Rules and Procedures, Page 7, Section 5.2 Payment of Authority Expenses, Bullet E (1)
  - Currently reads, "All costs and fees relating to the annual audit and directly attributable to a particular Applicant or Project, shall be charged to such Applicant; and"
    - Felicia Hart noted staff was unable to find evidence this has happened in the past.

- Chris Boies was not clear how this is possible as the auditor can distinguish cost across a project. Suggested changing “shall” to “may”
- By Consensus, the Board agreed to amend the wording to say, “All costs and fees relating to the annual audit and directly attributable to a particular Applicant or Project may be charged to such Applicant; and”
- Rules and Procedures, Page 7, Section 5.2 Payment of the Authority Expenses, Bullet E (2)
  - Currently reads, “Any costs and fees of such audit not directly attributable to any Applicant or Project shall be allocated among all Applicants having Bonds outstanding...”
    - David Weiss suggested changing “shall” to “may” to match Bullet E (1)
  - By Consensus, the Board agreed to amend Section 5.2 Payment of the Authority Expenses, Bullet E (2) to read, “Any costs and fees of such audit not directly attributable to any Applicant or Project may be allocated among all Applicants having Bonds outstanding...”
- Rules and Procedures, Page 7, Section 5.3 Indemnification of the Authority
  - The second (c) bullet was changed to (d) to keep in sequence.
- Rules and Procedures, Page 7, Section 5.6 Payment in Lieu of Taxes
  - Currently reads, “In event title to the Project”
  - Sentence was corrected to read, “In the event the title of the Project”
- Rules and Procedures, Page 7, Section 5.7 Restriction on Advertising, Bullet (b)
  - Sentence currently begins, “(such advertisement...”
  - Sentence corrected to read, “such advertisement...”

**Director Ferrell, seconded by Director Cochran, moved to approve staff to make the changes discussed to the Bylaws, Rules and Procedures document.**

Ben Cochran	-	Aye
Brian Ferrell	-	Aye
English Koontz	-	Absent
Rodney Pierce	-	Aye
Isreal Preston	-	Absent
William Waite	-	Absent
William Wolfe	-	Aye

B. Conflict of Interest and Freedom of Information Training Reminder

- Tiffany Kemp provided the following reminders
  - All Directors need to complete the online portion of the Conflict of Interest training, due by December 31, 2020.
  - All Directors need to complete the Freedom of Information training by December 31, 2020. The link is being temperamental, but give it a shot and let staff know of any issues.

6. New Business

A. Clarke County CARES Small Business Assistance Grants

- Felicia Hart Highlights
  - Thanked the Board of Supervisors
  - Received 30 application and gave out 28 checks to local businesses; \$265,000 was given out
  - Amounts ranged from \$3,000 – \$10,000
  - Did want to point out the underserved numbers are going up.
  - Seeing more water and electric accounts are starting to be cut off.
  - Need to remember those folks who need the most help.
- Chris Boies Highlights
  - Felicia Hart meets monthly with the new president of the Bank of Clarke County.
  - Was able to attend the monthly lunch last month.
  - Lot of cash flow with banks and individual accounts.
  - There is strong business activity in Clarke County

B. Clarke County CARES Non-Profit Grant Program

- Chris Boies Highlights
  - Will hit the streets next week
  - \$100,000 has been dedicated to this program
  - Available to 501(c)(3) and 501(c)(19) only; that does include the local fire companies and some of the other non-profits in the County.
  - Must show an impact due to COVID, for example, Boyce Fire Hall has had to shut down their Bingo for several months, severely impacting their cash flow.
  - This program is aimed to help non-profits as we did with small businesses
  - Deadline will be in November and will have a quick turnaround for checks to be cut before the December 30 deadline.

- We did not place a limit on how much they can ask for because we were unsure of who will ask for what or who needs help.
- Brian Ferrell questioned if all money is not given out, can we give the money directly to others from projects from the past not yet complete? Chris Boies responded we can only use the money for the time period of COVID-19, March – December; cannot go back beyond March 2020. Clarified, funds not spent come back to Board of Supervisors.

C. CARES funds for Internet Connectivity

– Chris Boies Highlights

- Governor announced \$30 million for broadband initiatives with a stipulation that projects must be completed by December 25.
- Reached out to all providers in the County asking for projects that meet the criteria, we'll apply at the state level to get funds.
- All Points said they may have a potential project, waiting to hear back.
- Another company is presenting to us next week; we're trying to help as we know it's an issue for businesses, individuals, school kids, etc. The County reached out previously, before this money was available, to see if anything could happen, but they just cannot act that quickly.
- Shentel update yesterday purchased radio waves to allow them to serve as a WISP, could help reach rural areas. The technology does require some line of site to equipment. Hopeful to expand in Clarke County, though they did not commit to any timeframe of when work could start.
- Felicia Hart added Shentel gave kudos to the County for being proactive.

Questions

- Director Pierce asked why the two (2) small business did not get funds. Felicia Hart replied that the applications were turned in late and/or did not provide all supporting documents as required. Chris Boies stated everyone who applied and followed all rules go the money they asked for, up to the limit.
- Director Pierce asked if the business had to be housed in Clarke County, Felicia Hart stated they had to hold a business license in Clarke County.
- David Weiss stated one of the requirements was 25% loss, spoke with a few that had a loss, but not a 25% loss.
- Felicia Hart stated a lot of business had been able to pivot to online sales.

Felicia Hart provided the following notes:

- The Rebuild Virginia grant is out there and has an easy application programs. Asked Directors to pass her information along to any business they know who may need assistance.

- Will be meeting with Berryville Graphics soon on their hiring needs
- Chris Boies pointed out the Rebuild Virginia program cannot seem to give their money away. Stressed to the Board to send people our way so we can help. This grant does not have as many stipulations as others.
- Felicia Hart stated Christine Kriz, Director Lord Fairfax Small Business Development Center, is willing to meet one on one to help with the application process.
- David Weiss took a moment to acknowledge Jay Hillerson's enormous contribution to the Industrial Development Authority. Director Pierce stated he served with Jay Hillerson, who recently passed. Stated he was around for a long time and very active.

Staff To Do's:

- Staff will update the Bylaws, Rules and Procedures document to reflect changes discussed and correct any grammatical errors as necessary.
- Staff will create an invoice for all possible charges for a Bond Application.
- Remove the annual review of Bylaws, Rules and Procedures from the Organizational Meeting Agenda, but still provide a copy at each January meeting and to any new Directors appointed.

## 7. Next Meeting

The next meeting is scheduled for Thursday, January 28, 2021, at 1:00 pm. This will be the yearly organizational meeting.

## 8. Adjournment

At 2:00 pm, Director Ferrell adjourned the meeting.

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Minutes recorded and transcribed by Tiffany R. Kemp, IDA Clerk

Berryville/Clarke County Joint Committee on Economic Development and Tourism  
November 20, 2020 Regular Meeting 10:00 am

At a regular meeting of the Berryville/Clarke County Joint Committee on Economic Development and Tourism held on Friday, November 20, 2020, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

**Members Present:** David Weiss, Board of Supervisors, Chairman; Harry "Jay" Arnold, Berryville Mayor; Doug Lawrence, Board of Supervisors Representative

**Members Absent:** Kara Rodriguez, Town Council Representative

**Staff Present:** Chris Boies, Christy Dunkle, Felicia Hart, Cathy Kuehner, and Brianna Taylor

**Press Present:** None

**Others Present:** Sarah Ames, Matthew Bass, Diane Harrison

**1. Call to Order - Determination of Quorum**

At 10:00 am, David Weiss called the meeting to order.

**2. Adoption of Agenda**

**Jay Arnold moved to approve the agenda as presented. The motion carried by the following vote:**

Jay Arnold	- Aye
Doug Lawrence	- Aye
Kara Rodriguez	- Absent
David Weiss	- Aye

**3. Approval of Minutes**

- Doug Lawrence, Page 2 of 7 change "1,000 grants were direct mailed" to "1,000 grant applications were direct mailed".
- Jay Arnold, Item 6, Number 5, page 6 of 7 under Parking Meter Contest: change "Christy Dunkle informed the committee that she and Keith Dalton" to "Christy Dunkle informed the committee that she and Berryville Main Street."



**Doug Lawrence moved to approve the minutes for September 17, 2020, as amended.  
The motion carried by the following vote:**

Jay Arnold	-	Aye
Doug Lawrence	-	Aye
Kara Rodriguez	-	Absent
David Weiss	-	Aye

**4. CARES Non-Profit Grant Assistance**

Chris Boies highlights include:

- Twelve requests were received for a total of \$547,000; the Board set aside \$100,000.
- There was no cap on the amount each applicant could request.
- Applications will be reviewed, and then we will come up with a system to allocate the \$100,000 available.
- We are working with the Finance Department to see what the available CARES balance is, if any, to see if more can be given. If additional money is available, it will go back to the Board for approval.
- David Weiss stated at the Regular Meeting on November 17 the Board agreed that they would reallocate money if funds are available. The Board is glad people applied. The school received additional CARES funding, so some money may be able to be shifted.
- Doug Lawrence agreed it would be good to get a summary, and see how we can help, even without the CARES Act funding.
- Felicia Hart added that she is working with the Non-Profits on the Rebuild Virginia Grant. The amount available was increased from \$10,000 to \$100,000.
- Chris Boies supplemented that the Rebuild Virginia Grant, initially, did not include non-profit organizations.

**5. Economic Development & Tourism Goals Update**

Felicia Hart highlights include:

See Attachment 1 – Handout given at the meeting

- 1) Convene a group of hospitality owners/operators. Topics to include Transient Occupancy Tax, short-term rentals, Civil War
  - Met once in person; this is an ongoing dialogue.
- 2) Engage stakeholders on the feasibility of a hotel in Berryville. This would include owners/operators in the region.

- Recently spoke with two (2) in Winchester about the industry as a whole. Thirty-seven (37) hotels currently at about 50-60% capacity, with travel more people are staying at short-term rentals. Naturally, without COVID-19, hotels would be at full capacity at this time of year.
- 3) Continue efforts on small business attraction and retention.
    - The most significant push is retention. One business in town needs 85 employees. How do we help to train their staff?
    - Often, the job descriptions are vague, and people don't understand the job being advertised. Currently working with the State to do short 45-second videos to show what the job is and what it requires.
    - Spending a lot of time trying to find help to get into the area. Regionally, a lot of the bigger plants are facing the same issues.
  - 4) Engage in a dialogue with property owners of vacant buildings and developable land to spur economic activity.
    - Working with owners to understand the P.P.P. Funds to help with rent and mortgage payments.
    - Helping to educate the business in there currently, so they do not fall behind on payments.
  - 5) Evaluate what is needed to make the Berryville Main Street program viable and successful-report back to Joint Committee on recommendations.
    - Provided the point person the manuals and "How To's" from the Virginia Main Street Program and helped to understand that.
    - Felicia Hart asked, and Harry "Jay" Arnold responded it had been a few months since he has spoken with Keith.
  - 6) Formalize website and social media strategies for economic development.
    - Working with localities and the State to understand what people are looking for exactly. The State has a "widget" with maps built in and E.D.A.s can put on its website. Chris Boies added that the training with Virginia Tech, the site selection process has shifted from water hookups and a street to quality of life issues. Talent is the #1 issue. Will people come to this community, live here, and work for our company? If schools are bad, the streets are unsafe; they will not be considered. There is a shift of what is discussed in the sites; quality of life in a locality is the most significant attractor for new businesses. Good talent will not go to somewhere with a poor quality of life.
    - Doug Lawrence asked where broadband would be scored. Felicia Hart and Chris Boies both responded we would not score well here, which does hurt us.

- Christy Dunkle pointed out that Berryville's internet options are good, but the housing inventory is low, and new builds are selling faster than they are being built.
  - We are working with local plant and manufacturer's Human Resources directors to get all of the information out as to what Berryville/Clarke County offers.
  - The most significant way to help H.R. Directors is to provide brochures, small videos, and good photography to help punch up their websites and social media pushes.
  - Chris Boies stated that broadband is apart of the Economic Development discussion because it could be a limiting factor at some point in the future.
  - Doug Lawrence inquired about the type of Comcast provided – whether it be fiber or coaxial. Christy Dunkle responded she was unsure of that answer but was aware of a large fiber running through the Town of Berryville.
- 7) Establish relationships, and provide training for realtors in the area.
- Still working closely with Nancy, the Director of the Association of Realtors, and would be presenting to them on Monday at their annual Shenandoah Valley Real Estate and Marketing and Economic Forecast via Zoon. Sean from Winchester and Patrick from Frederick County, Doug from Warren county is, unfortunately, unable to participate, but EDA Board Chair, Jeff, is sitting in.
  - Eighty-nine (89) realtors will be attending.
  - We will be presenting an update about what is happening in our backyard from a Clarke County perspective regarding jobs, housing, etc. Felicia Hart will see if she can get Christy Dunkle the link to be able to watch.
- 8) Develop and implement an incentive program using the CARES funding.
- The initial program was the Grants for Small Business owners. We were able to give out \$265,000. Continues to work with those businesses to contact additional funding opportunities like the Rebuild Virginia, USDA Grants, etc.
  - The IheartMedia campaign is in full swing. We are doing radio, social media blasts for folks within a two (2) – three (3) hour drive of Clarke County.
  - Clearbrook Welcome Center space has been purchased for the entire month of December, showcasing the Main Street, the other towns and communities, Non-Profits and will be putting up displays at the end of the month.

- Christy Dunkle asked who was doing that; Felicia Hart confirmed she was working on the display boards, pictures, and images to keep it all touchless.
- The Shop Local Campaign is a collaboration with the City of Winchester, Frederick County, Christine Kriz from Lord Fairfax Small Business Development Center, and Cynthia from the Chamber. Weekly regional conference calls, part of the Open and Safe campaign that was started roughly three (3) months ago for restaurants and local businesses to sign up and set expectations for their customers coming in.
- The Shop Local campaign is a simple form, shop in six (6) local businesses, get a signature, take a picture, and send it to us. Once those steps are completed, then they will be entered for a drawing. It is not in a rush, as we want to get them through the Christmas rush and into the New Year.
- Trying to pull together a video program. Working on getting videos of Clarke County, as we currently have none.
- We applied for and were successful in receiving the WonderLove grant. We will put that \$10,000 towards social media and promotional advertising regionally.

Other Projects:

- Virginia Economic Garden Program
  - One business did this a couple of years ago, was very successful with it, and interested in doing the next phase.
  - Another company is looking more into getting into the program; the company was able to complete the application and send it in within two (2) days of the initial call to go over in detail the program.
  - The program will help by working with the business to determine their greatest need, what the trends are, what the competition is doing, what is their best drive market, or whatever research they would like.
  - Once approved, the State will work with that business to explain what each business needs to know to have the greatest return on investment for them. The State will hire the companies to do the research; their ability to provide vast data is working well.
  - Very excited as this has an opportunity to help these businesses, they do have to invest time, and the State has an expectation for them to follow up and work with them to be sure they are moving in the right direction - all at no cost to the businesses.
  - One business, locally, is looking to do international sales.
- Lord Fairfax Small Business Development Resiliency Team
  - Part of the CARES money

- Part of the GoVirginia program is to assist small businesses who know they need social media help, bookkeeping help, etc., and will work to provide additional training.
- Lord Fairfax Small Business Development Program
  - Christine Kriz has been in our area six (6) or seven (7) times, and she is working with a number of businesses on grant opportunities.
  - Thanked Christine Kriz for coming out and helping the local business in our locality.
- Rebuild Virginia Grant
  - Has assisted four (4) businesses to apply
  - Up to \$100,000 is available to each applicant
- Working with a local farm to help determine the pros and cons of the new USDA Rural Development Value-Added Producer Grant
  - USDA Director Ann Herring is the point of contact
  - There is a 50% monetary match by the farmer
- Working regionally to promote the Workforce Initiative
  - Program to put businesses in front of the high schoolers
  - Very successful in the past.
  - We haven't had many from Clarke County participate in the past
  - Doug Lawrence wondered if it was possible to have our local Director of E.M.S. present to the high schoolers that this is a good career opportunity and need volunteers.
  - Felicia Hart felt that it is a great idea and mentioned the W.O.W. Program, which is an excellent program to help people understand career opportunities.
- Historic Shenandoah Valley Program
  - Almost coming to an end due to money and the timing.
  - Works with businesses to help identify their risk while scaling up, so they understand what it takes.
  - Unfortunately, none from our locality have taken advantage of this yet.
- Meets regularly with Christy Dunkle for updates and catch-ups
  - Thanked Christy for being a great resource.
- Met with the local bank president
  - Ongoing discussion.

- Discuss what is happening on Main Street and some of the businesses.
- Able to meet and explain what we plan to do as a County so he can pass along to his customers.
  
- We are seeing the undercurrents of our underserved.
  - People are missing payments, whether it be water, utilities, rent; numbers are increasing.
  - Main Street front line workers are turning over. We need to figure out how to address those needs strategically.
  - United Way completed a survey asking those second and third-level questions to determine why people are now staying home. This takes the guess work out.
  
- Meet weekly as a Region to find out what the State is doing.
  
- Working with the Shenandoah Valley Tourism Partnership
  - Creating a new website
  - Updated website with businesses and new photography

Questions:

- Doug Lawrence:
  - When it comes to breweries, is the only one (1) Clarke County associates with the one (1) on the mountain?
    - Felicia Hart responded there is none in Clarke County, so it is not mentioned because it is not ours. We only market the two (2) wineries. From a regional perspective, it is only Clarke County, Winchester, Frederick County, and Shenandoah County are the market we talk about.
  - In regards to the iHeart campaign, would like to see how we are showcasing Clarke.
    - Concerns brought up would be to do a better cost-benefit analysis of how we are attracting people.
    - When you mention Clarke's "wide-open spaces," which benefits our residents also, it has a cost.
    - Three (3) sticking points:
      - Bike Riders
        - Few are actually spending money in the county.
        - Thinking as a taxpayer, we shouldn't be inviting bike riders into our county.
      - Appalachian Trail

- Appalachian Trail is not a beginner's trail, is hurting the quality of life on the mountain for our residents due to the crowd size, and it's not driving much economic benefit.
  - Felicia Hart stated we are selling a complete package, whether it be going to the trail, floating on the river, staying at a bed and breakfast, shopping, or going out to eat.
  - River
    - Weekends are too busy for locals to enjoy.
    - The benefit of the river for locals is a slow Thursday and Friday.
    - If you picture the river high and muddy, it's not an attractive picture of the river. When the river is like that, it is dangerous due to debris and high bacteria.
    - Would like to have a discussion one day of cost-benefit.
    - Felicia Hart stated from a tourism point this is where we need to find out more to understand how people find out about us, where they are staying, have they eaten at any of our restaurants. Businesses need to ask those questions so we can collect that data.
  - Recently read that \$1.47 billion in the Shenandoah Valley; what is the percentage for the rural communities? We should find that out and gear our promotions for tourism towards those activities like shopping downtown, where we are getting some tax dollars from tourists.
    - Felicia Hart stated the blogs and itineraries are all about packaging and "selling" day and weekend trips.
    - Felicia Hart also expressed she is working with the Shenandoah Valley Tourism Partnership, that is why this relationship is so important. Collectively we are able to target the markets we want.
  - Are the tax dollars looked at regionally? We do not necessarily want numbers; we want numbers that spend money that we can tax.
    - Felicia Hart responded that Virginia Tourism is broken down by locality.
  - Feels the people going to the Clarke County section of the Appalachian Trail are not skilled enough to be using that section. Fire/E.M.S. are making calls and having to utilize many people for rescues where people are just scared of the dark or too tired, but not actually injured.
  - Focus on what helps Clarke County most, bed and breakfasts, restaurants, or even pumpkins.
  - Thanked Felicia Hart for the report and progress. Requested Felicia Hart attend a Board of Supervisors meeting quarterly to give a brief report.
- Harry "Jay" Arnold
- Questioned how hard it would be to put a post-mounted board at strategic locations around the county that could include information on what is



available to do in the county. Add brochures that could be changed on the fly. These could be at the Park and Ride on VA 7 and another on the other side. One (1) could be near Lockes landing and include the website, a Q.R. Code, food stay, etc.

- Felicia Hart thought that would be a good idea to look into. She stated most people probably would not take any paper but would snap a picture and then keep going, and a Q.R. code would undoubtedly work.
- Chris Boies had a nice letter to the editor in the Winchester Star today. Good letter and businesses will appreciate that.
- Regarding the calls to the trail, Treated Not Transported fees can be charged.
  - Doug Lawrence responded with a suggestion of putting mile markers at the 1/10-mile so that people could assist in getting emergency services to them. Also, putting something up stating, "darkness is not an emergency."
- David Weiss
  - These are all great suggestions.
  - Used to debate with Barbara Byrd who felt tourism was *the* centerpiece of economic recovery.
  - While tourism is a tool and is good for Clarke County businesses, it does not directly bring money into the county coffers. It does indirectly through the success of the businesses.
  - Cost-benefit is very important to look at.
  - Believes one (1) reason why many people, in county government, the farm bureau, and the town government lobbied against making wineries By-Right usage is because we knew one day they would become basic entertainment centers within the community. No objections to them being there as an entity, but the fact that they were taken away from local control has enabled them to become, in some areas, our two (2) wineries, in particular Veramar Winery, are tucked away where it doesn't have a large impact.
  - Feels people need to be continually shifted to figure out how to do it. Is pulling people back into the Shenandoah Valley the right path? Feels most hikers, not all, but most will not come this way. Most will go east after hiking for food, shopping, etc.
  - Third - we cannot control the trail; the trail does a tremendous job of advertising their trail. People are going to the Appalachian Trail's website, not Clarke County's. People need to realize that yes, we have links, but the Appalachian Trail is its own entity, driving its own force and contribution.
  - COVID has made 2020 a year that everyone comes to a trail because everything else is locked up. We should talk with the Appalachian Trail folks

to see how they can get better information out to the people that use it about the difficulty level.

- People make up their own minds of where and what they want to do, our responsibility to try to make it better.
- Pointed out that Wayside had its best year this year because people wanted out.
- Questioned Felicia Hart on what the USDA Rural Development value-added and if the value added to the animal or is this value-added to the farm.
  - Felicia Hart clarified that would assist business to understand where their potential expansion areas are and what the cost associated with that will be.
- Complemented Felicia Hart on all of the work and progress that is being made. Feels she brought a good work ethic and a good attitude to Clarke County; feels we are lucky to have you. Making great strides on topics that have been in discussion for a while, which is gratifying.

## 6. Next Meeting

By consensus, the Committee set the next meeting for Friday, January 15, 2021.

## 7. Adjournment

At 10:59 am, David Weiss adjourned the meeting.

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Minutes Recorded by Brianna R. Taylor and Transcribed by Tiffany R. Kemp

Felicia Hart's Report 11/20/2020

## Goals

- #1 Convene group of hospitality owners/operators (topics to include TOT, short-term rentals, Civil War)
  - Group has met once in person. Discussion will continue
- #2 Engage stakeholders on the feasibility of a hotel in Berryville (this would include owners/operators in the region)
  - Recently talked with two hotel owners in Winchester/Frederick County about industry as a whole during Covid
- #3 Continue efforts on small business attraction and retention (seminars, promotion, assistance).
  - Working from a regional perspective regarding attraction. In addition, I am working closely with several businesses right now regarding hiring needs. One local business currently has 85 slots to fill. We had a conference call with the Virginia Economic Development Partnership to determine next steps and utilize other resources. We've also brought in Virginia Career Works and the Virginia Employment Commission.
- #4 Engage in a dialogue with property owners of vacant buildings and the developable land to spur economic activity.
  - Reached out to some property/land owners to initiate discussion. Continue to pull grant monies and state/federal initiatives to have available. Right now helping to make property owners aware of PPP funds to assist with rents/mortgages. Making introductions with numerous programs for some.
- #5 Evaluate what is needed to make the Berryville Main Street program viable and successful – report back to Joint Committee on recommendation.
  - Provided current board members with handbooks/how to's regarding Virginia Main Street program. Conversation is continuing with board to determine what their intent is.
- #6 Formalize website and social media strategies for economic development.
  - In the works. Talked with other localities to better understand what "pages/sections" were most important. Talked with the state regarding links to their site(s) and opportunities we can add to ours. Some of this in tandem with the other site maximize efforts
- #7 Establish relationships, and provide training for, realtors in the area.
  - Presenting at their upcoming "Shenandoah Valley Real Estate Market and Economic Forecast" Zoom meeting next week. Will present with Winchester, Frederick, and Warren County's EDA Directors before we hear from Dr. Lawrence Yun – Chief Economist for the National Association of Realtors. 89 realtors have signed up to participate.

- #8 Develop and implement an incentive program using the CARES funding
- Grant program for small businesses has been completed. 28 businesses received almost \$265,000.
  - Continue to follow up with many of the small businesses who received our grant. Putting them in contact additional funding opportunities
  - iHeart Media campaign – numerous ads (radio, social media, emails) to highlight Clarke County’s assets – specifically targeting those within a 2-3 hour drive
  - Clear Brook Welcome Center display for the month of December. Showcasing Main Street and other towns/communities, numerous non-profits including Long Branch, Blandly, Historical Association, Barns of Rose Hill, Shenandoah Spirits Trail that showcases our two wineries, numerous images of Clarke County
  - Regionally we are putting together the Shop Local campaign. This is a play off our “Open and Safe” program. Form will require local shop owner to sign sheet indicating that patron purchased something locally. Shopping at 6 businesses will be required to complete form. Picture of completed form will then be sent in to be registered. Drawing will take place in January. Winchester, Frederick and Clarke County will each host their own drawing for 3-\$100 gift cards. Then all other entries will be put in one big box to determine “regional” winner who will receive 3 \$100 gift cards.
  - Trying to pull together video program – if nothing else, this will give Clarke County access to video to be able to utilize for future projects – including those with the State Tourism, Shenandoah Valley Tourism Partnership, Shenandoah Valley Travel Association, social media and others
  - Regionally (Shenandoah Valley Tourism Partnership) applied for the State Tourism WonderLove grant. We were approved for \$10,000 that will be used towards tourism marketing.

**Other projects:**

**Economic Development**

Working with two larger businesses to participate in the Virginia Economic Garden program. This free program, paid for by the state, will provide the business with numerous research opportunities. Research can include industry trends, competition, product lines, and so much more. Program does require an application and work on the part of the business.

Regionally we are part of the Small Business Resiliency Team program as part of the GOVirginia – this is in partnership with Lord Fairfax Small Business Development Center. This program assists small businesses with marketing, financial guidance, creation of an e-commerce website and accounting software.

Regionally working with the GOVirginia Economic Resilience and Recovery (ERR) Program – to make local businesses aware of this program

Continue to utilize Christine Kriz from the Lord Fairfax Small Business Development Center. She’s been either visiting in person or has had conference calls with several more of our businesses.

Have assisted four local businesses apply for the Rebuild! VA grant. Christine Kriz has assisted a couple of these also.

Working with one farm to determine pros/cons of applying for the USDA Rural development Value Added Producer Grant. Does require a 50% monetary match by farmer.

Working regionally to promote the Workforce Initiative. This program works to put businesses in front of high schoolers to show them potential career opportunities.

Regionally participating in the Startup Shenandoah Valley program. This program works with businesses to identify and address their risks while scaling up.

Meet regularly with Christy Dunkle for updates/catch up.

I continue to meet regularly with Clarke County's Planning Director for updates/catch ups.

Met with local bank president for update on our community regarding business needs/issues or concerns.

Hosting weekly meetings with Frederick County and City of Winchester EDAs. Also part of the group is Christine Kriz with Lord Fairfax Small Business Development Center and Cynthia Snyder with the Top of Virginia Chamber. These weekly updates allow us to try to stay ahead of what is going on – not only in our area – but from a State perspective also.

Worked with United Way to promote their latest survey that is trying to flush out community needs and concerns regarding COVID-19 issues.

We are starting to see some turnover in smaller businesses – i.e. restaurants and some others.

### **Tourism**

Worked with the Shenandoah Valley Tourism Partnership to create new website that highlights each locality. In addition, we have done numerous blogs that have been used/shared via social media with state tourism, regionally and through other outlets

Updated the Virginia Tourism website regarding Clarke County and our assets/businesses.

Worked with Janet Michael at The River radio station out of Front Royal to do an interview with Tony and Donna Koon of Edgewood Farm. We followed up with a Business Spotlight story. In talking with Donna, this was their best year ever. They had people visit from Fairfax, Chantilly and other Northern Virginia localities.

Our partnership in the Shenandoah Valley Spirits Trail continues to show results. Social media and website stats are definitely improving and we are getting visitors from further away – and are sharing and making positive comments on our wineries and breweries.

Regionally we produced a press release showcasing tourism revenue in the Shenandoah Valley reached \$1.57B in 2019.

# Virginia Economic Gardening Program

## Resources for Virginia Businesses

In partnership with the National Center For Economic Gardening (NCEG), the Virginia Economic Development Partnership's (VEDP) statewide Economic Gardening program provides qualifying second-stage companies with access to custom resources, data analysts, and tools to identify and resolve distinct growth challenges that traditional business assistance and incentives do not address.

## How To Get Started

VEDP works with local Economic Development Offices (EDO) to help companies confirm eligibility and answer questions before beginning the application process.	Eligible companies apply through the NCEG secure online application.  See below for company eligibility requirements.*	Companies accepted into the program begin an engagement period of approximately 6-8 weeks. All costs are covered by VEDP, and offer a quick turnaround time and a highly-focused structure.
---	--	---

## Eligibility

\*To be considered for the program, companies must meet the following criteria:

- Be a for-profit, privately-held Virginia company in business for at least two years
- Generate annual revenue between \$1 million and \$50 million
- Employ 10-99 full-time employees
- Demonstrate growth in employment and/or revenue during two of the past five years
- Have potential revenue growth in the next three years
- Provide products or services beyond the local area to regional, national, or global markets

**Note:** Retail, restaurant establishments, and local service providers (e.g., accounting, legal, staffing firms) do not qualify for the program.

## Program Benefits

Receive customized services from a team of research specialists, including, but not limited to:

- ✓ Strategic growth plans to develop new markets, refine business models, and utilize competitive intelligence
- ✓ Increased visibility through improved digital presence, search engine optimization, and social media marketing
- ✓ Geographic Information Systems (GIS) data analysis and mapping

## Get More Information

**Jason Smith**  
Economic Gardening Business Manager, VEDP  
[jsmith@vedp.org](mailto:jsmith@vedp.org) | 804.545.5735 | [VEDP.org](http://VEDP.org)





**For Immediate Release**

LF SBDC Contact: Christine Kriz, (540)868-7094, [ckriz@lfcc.edu](mailto:ckriz@lfcc.edu)

**GO Virginia Approves Grant for Small Business Resiliency Teams**

*SBDCs launch COVID-19 recovery initiative to promote economic stability, sustainability, and growth.*

**Harrisonburg, VA (October 14, 2020).** The GO Virginia State board has approved an \$81,813 grant proposal submitted by a regional partnership between Harrisonburg Economic Development, Frederick County Economic Development, Shenandoah Valley Small Business Development Center (SV SBDC), and Lord Fairfax Small Business Development Center (LF SBDC). This grant creates a Small Business Resiliency Team (SBRT) program with the goal of providing expanded business support services and technical assistance to area businesses in the wake of COVID-19 challenges. The program will deploy Business Resiliency Navigators to guide growth-oriented businesses through a dedicated and well-designed process for achieving incremental and sustainable growth throughout the pandemic recovery period.

Business Resiliency Navigators will work directly with small businesses, assisting with E-commerce, Financial Management, and Marketing needs. The SBRT's focus is on tourism, retail, healthcare, and professional services businesses, however other companies will be considered. In addition to providing assessments, development of action plans, strategic counseling, and targeted training, the program will provide for services such as accounting, bookkeeping, website development, or e-commerce assistance rendered by industry experts as recommended by the SBRT.

The Virginia Initiative for Growth and Opportunity (GO Virginia) is a business-led initiative that was formed to foster private-sector growth and diversification across nine economic development regions in the Commonwealth. The GO Virginia Board administers state financial incentives designated for regional projects in order to encourage collaboration between private sector companies, workforce, education, and government.

Participating localities include the counties of Augusta, Clarke, Frederick, Rockbridge, Rockingham, and Shenandoah; and the cities of Harrisonburg, Waynesboro, and Winchester. Patrick Barker, CECD, Executive Director of Frederick County will administer the grant.



“Clarke County is excited to be a part of this initiative to help our local businesses achieve success. With options that include financial management, marketing and the all-important E-Commerce right now, we hope to help our businesses pivot their business model,” said Felicia Hart, Clarke County Director of Economic Development and Tourism. Clarke County utilized some of our Federal CARES Act monies to ensure this free service would be provided to our businesses. All they need to do is reach out to our local Lord Fairfax Small Business Development Center.

The SBRT program supports GO Virginia goals by expanding regional capacity to coordinate and deliver business support services; helping businesses utilize e-commerce to increase sales; reducing service and production disruptions; encouraging the use of a remote workforce to keep workers employed and productive; and expanding existing training programs that are mission-critical. Expected results from dedicated participants include overall average business growth and retention of their current workforce.

“This grant award will help us keep many of the region’s growth-oriented businesses on a positive financial trajectory towards sustainable success. We will leverage existing resources and utilize GO Virginia funds to provide focused, hands-on consulting, training, and contracted work,” states Christine Kriz, Director of the Lord Fairfax SBDC.

For more information on the Small Business Resiliency Teams, visit the SBDC Website: [www.lfsbdc.org](http://www.lfsbdc.org). Or contact Christine Kriz, (540)868-7094, [ckriz@lfcc.edu](mailto:ckriz@lfcc.edu).

For more information on GO Virginia, visit the Virginia Department of Housing and Community Development (<https://www.dhcd.virginia.gov/gova>).

###

**About Small Business Development Centers.** *The SV and LF SBDCs are two of 27 Small Business Development Centers across Virginia providing professional business advice, training, and information resources to help grow and strengthen local businesses and Virginia’s economy. They are hosted respectively by James Madison University and Lord Fairfax Community College in partnership with George Mason University and funded in part by SBA and local governments. The Virginia SBDC Network ([www.VirginiaSBDC.org](http://www.VirginiaSBDC.org)) is the most extensive business development program in the Commonwealth and part of [America's SBDC](#) – the nation's proven, cost-effective, and accredited infrastructure focused on small businesses – America's job creators.*



**REBUILD! VA**  
 SMALL BUSINESS GRANT PROGRAM  
*Application and Certification*

Please read the application carefully, answer all applicable questions, and submit all of the documentation needed to verify your eligibility and eligible expenditures.

To qualify for Rebuild VA your business or organization must be a corporation, pass through entity or other legal entity that is organized separately from the owner; 501c3, 501c7 or 501c19 organizations; Virginia tribe; sole proprietor or independent contractor *AND* fall within one of the *Eligible Business Categories* in the table below, **OR a business that provides Goods or Services for a business identified in one or more of the Eligible Business Categories in the table below.**

√	<b>Please check the box for your <i>Eligible Business Category</i>:</b>
<input type="checkbox"/>	<b><u>Restaurant and Beverage Services</u></b> Restaurants, dining establishments, food courts, breweries, cideries, distilleries, wineries, and tasting rooms, and farmers markets (and vendors within farmers markets)
<input type="checkbox"/>	<b><u>Brick and Mortar Retail</u></b> Non-essential brick and mortar retail establishments include everything <i>EXCEPT</i> the following: <ul style="list-style-type: none"> <li>• Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;</li> <li>• Medical, laboratory, and vision supply retailers;</li> <li>• Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;</li> <li>• Automotive parts, accessories, and tire retailers as well as automotive repair facilities;</li> <li>• Home improvement, hardware, building material, and building supply retailers;</li> <li>• Lawn and garden equipment retailers;</li> <li>• Beer, wine, and liquor stores;</li> <li>• Retail functions of gas stations and convenience stores;</li> <li>• Retail located within healthcare facilities;</li> <li>• Banks and other financial institutions with retail functions;</li> <li>• Pet and feed stores;</li> <li>• Printing and office supply stores; and</li> <li>• Laundromats and dry cleaners</li> </ul>
<input type="checkbox"/>	<b><u>Fitness and Exercise Facilities</u></b> Gymnasiums, recreation centers, swimming pools, indoor sports facilities, and indoor exercise facilities
<input type="checkbox"/>	<b><u>Personal Care and Personal Grooming Services</u></b> Beauty salons, barbershops, spas, massage practices, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed
<input type="checkbox"/>	<b><u>Entertainment and Public Amusement</u></b> Theaters, performing arts centers, concert venues, museums, racetracks, historic horse racing facilities, bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs
<input type="checkbox"/>	<b><u>Private Campgrounds and Overnight Summer Camps</u></b>
<input type="checkbox"/>	<b><u>Small Hotels and Bed &amp; Breakfast Inns</u></b> AirBNB and primary or rental residential properties are <u>not eligible</u>
<input type="checkbox"/>	<b><u>Film Industry</u></b> Music, animation, film and video production companies
<input type="checkbox"/>	<b><u>Goods or Service Provider</u></b>





**Application and Certification**

Please read the application carefully, answer all applicable questions, and submit all of the documentation needed to verify your eligibility and eligible expenditures.

To qualify for Rebuild VA your business or organization must be a corporation, pass through entity or other legal entity that is organized separately from the owner; 501c3, 501c7 or 501c19 organizations; Virginia tribe; sole proprietor or independent contractor *AND* fall within one of the *Eligible Business Categories* in the table below, **OR a business that provides Goods or Services for a business identified in one or more of the *Eligible Business Categories* in the table below.**

✓ Please check the box for your *Eligible Business Category*:

<input type="checkbox"/>	<b><u>Restaurant and Beverage Services</u></b> Restaurants, dining establishments, food courts, breweries, cideries, distilleries, wineries, and tasting rooms, and farmers markets (and vendors within farmers markets)
<input type="checkbox"/>	<b><u>Brick and Mortar Retail</u></b> Non-essential brick and mortar retail establishments include everything <i>EXCEPT</i> the following: <ul style="list-style-type: none"> <li>• Grocery stores, pharmacies, and other retailers that sell food and beverage products or pharmacy products, including dollar stores, and department stores with grocery or pharmacy operations;</li> <li>• Medical, laboratory, and vision supply retailers;</li> <li>• Electronic retailers that sell or service cell phones, computers, tablets, and other communications technology;</li> <li>• Automotive parts, accessories, and tire retailers as well as automotive repair facilities;</li> <li>• Home improvement, hardware, building material, and building supply retailers;</li> <li>• Lawn and garden equipment retailers;</li> <li>• Beer, wine, and liquor stores;</li> <li>• Retail functions of gas stations and convenience stores;</li> <li>• Retail located within healthcare facilities;</li> <li>• Banks and other financial institutions with retail functions;</li> <li>• Pet and feed stores;</li> <li>• Printing and office supply stores; and</li> <li>• Laundromats and dry cleaners</li> </ul>
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<input type="checkbox"/>	<b><u>Personal Care and Personal Grooming Services</u></b> Beauty salons, barbershops, spas, massage practices, tanning salons, tattoo shops, and any other location where personal care or personal grooming services are performed
<input type="checkbox"/>	<b><u>Entertainment and Public Amusement</u></b> Theaters, performing arts centers, concert venues, museums, racetracks, historic horse racing facilities, bowling alleys, skating rinks, arcades, amusement parks, trampoline parks, fairs, arts and craft facilities, aquariums, zoos, escape rooms, indoor shooting ranges, public and private social clubs
<input type="checkbox"/>	<b><u>Private Campgrounds and Overnight Summer Camps</u></b>
<input type="checkbox"/>	<b><u>Small Hotels and Bed &amp; Breakfast Inns</u></b> AirBNB and primary or rental residential properties are <u>not eligible</u>
<input type="checkbox"/>	<b><u>Film Industry</u></b> Music, animation, film and video production companies
<input type="checkbox"/>	<b><u>Goods or Service Provider</u></b>



## We Are Creating Workforce Models for the IT, Construction, and Manufacturing Sectors!

The Workforce Initiative and our partners will build **pathways** from post-secondary and K12 schools, allowing entry **into** these **industries**.

We are asking our local businesses in Winchester, Frederick County, Clarke County, Shenandoah County, and Warren County, Virginia to:

1. **WATCH** the B&E Summit [video](#)
2. **REVIEW** ([Excel Download](#)) the course offerings provided
3. **TAKE** the survey for your industry: [Construction](#) | [Information Technology](#) | [Manufacturing](#). Complete by December 4, 2020.

Please share with your colleagues!

Once we gather feedback, we will plan for more in depth conversations by sector during the first quarter of 2021.

[Sign up here](#) to be part of a team!





**STAUNTON CREATIVE  
COMMUNITY FUND**

## Staunton Creative Community Fund

“To grow our local economies by connecting people, cultivating ideas, and providing access to capital.”

32 N Augusta Street, Ste D  
Staunton, VA 24401  
(540) 213-0333  
[hello@stauntonfund.org](mailto:hello@stauntonfund.org)

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### For Immediate Release

For more information, contact:

Rachel Haddad  
Phone: (540) 213-0333  
Email: [rachel@stauntonfund.org](mailto:rachel@stauntonfund.org)

## Applications Open for Region’s First High-Growth Startup Accelerator

**Shenandoah Valley, VA (October 15, 2020)** – Staunton Creative Community Fund (SCCF) announced this week that the organization is now accepting applications for the region’s first online accelerator-incubator program for high-growth businesses: **Startup Shenandoah Valley (S2V)**. Companies selected for S2V will have access to the best resources, mentors, and investors in and beyond the region.

“S2V is a significant opportunity for both our entrepreneurs and our community as a whole,” said **Debbie Irwin, executive director of SCCF**. “With the support from partners across the region and our new ecosystem builders, we have designed an innovative program that will help businesses in the Valley compete at a national level. Best of all, because of the GO Virginia grant SCCF received [earlier this year](#), we are able to offer this program free of charge and without taking equity.”



Companies selected for the program will take part in an eight-week implementation “sprint” beginning in January 2021 with one-on-one virtual coaching, tailored mentoring, and support on all aspects of running a successful high-growth business - such as raising capital, recruiting and retaining top talent, marketing, and legal issues, among others. Most importantly, participants will become part of an invaluable alumni network of the Valley’s best companies and a growing entrepreneurial ecosystem.

The program is being supported by [SCCF's new ecosystem builders](#), **Alex Andrew and Ryan Hall**. “We urge committed entrepreneurs at any stage of the business cycle to apply,” said **Hall**. “Of particular importance is that our inaugural cohort represents the diversity of talent we have in this region.”

“S2V will meet businesses where they are and provide solutions for the challenges they are facing,” added **Andrew**. “This is a hands-on program that will take businesses in our region to the next level.”

Entrepreneurs and companies interested in S2V should begin the application process on the Staunton Fund’s website [here](#). Applications will be reviewed on a rolling basis, with the final cohort announced the week of November 16-20, 2020.

#### ***About Staunton Creative Community Fund***

*Staunton Creative Community Fund (SCCF) is a 501©3 non-profit organization that equips entrepreneurs in the Shenandoah Valley with the tools needed to be empowered in their entrepreneurial journey. For more information visit [www.stauntonfund.org](http://www.stauntonfund.org) or contact SCCF at [hello@stauntonfund.org](mailto:hello@stauntonfund.org).*







# STARTUP SHENANDOAH VALLEY

## Are You Ready To Take Your Business To The Next Level?

**STARTUP SHENANDOAH VALLEY** is a hybrid program that combines the strengths of accelerator and incubator models. The program delivers online consulting to identify and address the riskiest parts of each entrepreneur's business model. Participants will join a cohort with access to the **best** resource providers, mentors, and investors in and beyond the region. This powerful network and the flexible online consulting are what make S2V unique. S2V is offered to participants **at no charge** and **without equity requirements**.

### Who

Businesses ready for rapid, iterative development, at every level — from building the product to refining and scaling the business model.



### What

8 - 12 companies will participate in 8 weeks of **virtual** content tailored to their business and stage of growth.



### How

Supported by mentors, investors, and subject matter experts as you execute the plan you develop.



### When

Applications are due Nov. 13th. This program will begin in early January 2021.



### Businesses Focused On

- LIGHT MANUFACTURING
- FOOD PRODUCTION
- PROFESSIONAL SERVICES
- TECHNOLOGY
- AGRICULTURE

### Businesses Creating Jobs In

- FREDERICK
- WINCHESTER
- CLARKE
- SHENANDOAH
- WARREN
- PAGE
- ROCKINGHAM
- HARRISONBURG
- HIGHLAND
- AUGUSTA
- STAUNTON
- WAYNESBORO
- BATH
- ROCKBRIDGE
- LEXINGTON
- BUENA VISTA



**APPLY NOW - STAUNTONFUND.ORG/S2V**

stauntonfund.org - 540-213-0333 - 32 N Augusta St, Staunton, VA 22401





<https://tinyurl.com/Charlottesville-Shenandoah>

Ability Home Care LLC  
 Accurate Background  
 Aerotek  
 Augusta Health  
 Berry Global  
 Berryville Graphics  
 Blanch Brothers, Inc.  
 Bradford Staffing  
 CaptionCall  
 Cargill  
 Carilion Clinic  
 City of Harrisonburg  
 Coca-Cola Consolidated  
 Covenant Building Maintenance, Inc.  
 Dynamic Aviation  
 Evolve Manufacturing  
 FedEx Freight  
 First Bank  
 FM Expressions  
 Grafton Integrated Health Network  
 Heart Havens, Inc

Kraft-Heinz  
 Kroger  
 Lantz Construction Company  
 Leaf Filter  
 Lord Fairfax Community College  
 LSC Communications  
 Merck & Co Inc  
 MyPotential at Home  
 OnBoard Companies  
 PEPSI COLA  
 Qualified Staffing  
 RIDGID Products  
 Right at Home  
 RSW Regional Jail  
 Rubbermaid Commercial Products  
 SERVPRO of Winchester, North  
 Prince William County & Panhandle  
 Shenandoah County Public Schools  
 STARS  
 Stella-Jones Corporation

Summit Square  
 SYNERGY HomeCare of NW VA LLC  
 Syntelligent Analytic Solutions, LLC  
 Sysco Northeast Redistribution Center  
 The Village at Orchard Ridge  
 Toray Plastics (America), Inc.  
 Trex Company, Inc  
 U.S. Secret Service  
 Valley Health  
 Virginia ABC  
 Walmart Supply Chain DC7016  
 Waterfield Labor Solutions  
 Wegmans Food Markets

Hosted by the  **Virginia Employment Commission**  
 and the  **Virginia Career Works**

Proud partners of the  **americanjobcenter**  
 network





## **Tourism Revenue Reached \$1.57 Billion in the Shenandoah Valley in 2019**

*-Statewide visitor spending reached \$27 billion-*

SHENANDOAH VALLEY – Tourism revenue for the 14 localities stretching from Lexington to Winchester reached \$1.57 billion in 2019, a \$46 million increase over 2018. Local tourism-supported jobs totaled 13,859 while local tourism-related taxes increased \$1.4 million to \$45.8 million.

Because of the local and state tax revenues generated by this direct tourism spending, the average household in the Shenandoah Valley spent \$573 less in taxes in 2019. In other words, if tourism did not exist in the Valley, each of the 197,503 households would have had to pay an average of \$573 more in state & local taxes to replace the taxes generated by tourist spending.

The Shenandoah Valley Tourism Partnership, a collaboration between the tourism offices that represent these 14 localities, works together to market the Shenandoah Valley and support the tourism businesses and industry within by increasing tourist spending annually.

According to the Virginia Tourism Corporation (VTC), tourism in Virginia generated \$27 billion in visitor spending in 2019. The tourism industry also supported 237,000 jobs for Virginia communities and provided \$1.8 billion in state and local revenue. Virginia ranks 8th in the nation for domestic travel spending. All data is from the U.S. Travel Association and is based on domestic visitor spending from trips taken 50 miles or more away from home.

The travel industry in the Commonwealth has continued to grow 10 years in a row with a compound annual growth rate of 3.9 percent since 2010. However, these figures do not account for the devastating impact that COVID-19 has had on the tourism industry.

The coronavirus pandemic put the Virginia travel and tourism industry in crisis, and imposed a devastating strain on Virginia's hotels, restaurants, attractions, and communities. The pandemic caused decreased revenue and a reduced workforce, while some businesses have been forced to shutter temporarily if not completely. As a result, early numbers for 2020 project a sharp decrease in tourism spending.

As the Commonwealth continues to grapple with the impact of COVID-19, the pandemic has further emphasized the stark contrast in 2019 and 2020 and that statewide economic revival cannot occur without the recovery of the travel industry.

While the coronavirus has had a significant impact on Virginia's tourism economy, the industry remains hopeful for a robust return to 2019 numbers in the future. Tourism will be key to economic recovery as the pandemic stabilizes and leisure and business travel resumes. As

## Attachment 1 | Page 15 of 16

Americans begin to travel again, the Shenandoah Valley Tourism Partnership intends to help restore the tourism economy into the economic engine it always has been.

More information on Virginia's Shenandoah Valley can be found at [VirginiasShenandoahValley.com](http://VirginiasShenandoahValley.com)

## VIRGINIA'S SHENANDOAH VALLEY COMMUNITIES 2019 Combined Tourism Economic Fact Sheet

*Including: Augusta Co, Buena Vista, Clarke Co, Frederick Co, Harrisonburg, Lexington, Page Co, Rockbridge Co, Rockingham Co, Shenandoah Co, Staunton, Warren Co, Waynesboro and Winchester*

### Yearly 2019 Shenandoah Valley Tourist Activity

- Generated \$1.570 billion per year in direct tourist spending
- Produced \$303 million per year in worker income & paychecks
- Created \$45.8 million per year in local (county & city) tax revenues
- Created \$67.5 million per year in state tax revenues
- Generated \$113.2 million per year in combined state & local taxes
- Generated 13,929 jobs per year
- 2019 Tourist spending increased by 3.0% over 2018

Source [1]

### On an Average Day in 2019

Daily Tourist Spending in the Shenandoah Valley: \$4.3 million

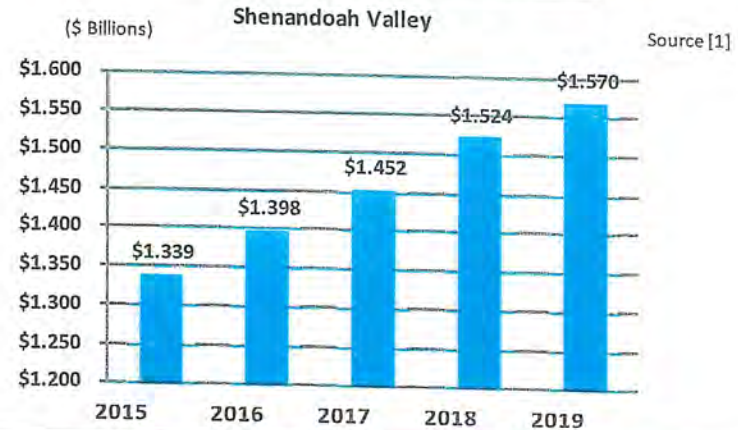
- Generated \$310,234 daily in combined state & local tax revenues
- Created \$125,346 daily in local (county & city) tax revenues alone
- Created \$184,888 daily in state tax revenues
- Generated \$830,005 daily in worker paychecks

Source [1], [2]

*This Tourism Economic Impact Sheet was brought to you by the cooperative alliance of tourism offices in Virginia's Shenandoah Valley known as the Shenandoah Valley Tourism Partnership (SVTP).*

*Original Tourism Economic Fact Sheet design by Dr. Steve Morse, Western Carolina University*

### Five Year Trend of Annual Tourist Spending



### 2019 Tourism Tax Relief on Shenandoah Valley Households

As a result of taxes generated by tourist spending in the Shenandoah Valley...

- The average household in the Shenandoah Valley spends \$573 less in local and state taxes. In other words, if tourism did not exist, each of the 197,503 households would have to pay an average of \$573 more in state & local taxes to replace the taxes generated by tourist spending
- Source [1], [2], [3]

Sources: [1] Local Tourism Spending reports generated by the Virginia Tourism Corporation (VTC) from their website: [www.vatc.org](http://www.vatc.org). These numbers EXCLUDE indirect, or multiplier impacts.  
 [2] Additional analysis by Justin Kerns, Winchester-Frederick Co CVB  
 [3] U.S. Census Bureau, Number of Households in Virginia Counties, 2014-2018.

<i>Name of Non-Profit</i>	<i>Amount Awarded</i>
Serenity Farm Virginia	\$ 2,000.00
Long Branch Historical House & Farm	\$ 10,000.00
Barnes of Rose Hill	\$ 10,000.00
Clarke County Historical Association	\$ 2,481.00
Boyce volunteer fire co	\$ 11,429.00
Cheers School Family	\$ 10,000.00
Blue Ridge Volunteer Fire Department	\$ 11,429.00
The Foundation of the State Arboretum	\$ 10,000.00
Clarke County Band Association	\$ 1,232.00
The Blue Ridge Studio for the Performing Arts	\$ 10,000.00
Clarke Agricultural Learning Foundation	\$ 10,000.00
John H Enders Volunteer Fire Company	\$ 11,429.00
	\$ 100,000.00



Small Business Name	Award Amount
Berryville Medical Associates	\$ 10,000.00
Berryville Old Book Shop	\$ 3,811.69
Berryville Physical Therapy & Wellness, LLC	\$ 10,000.00
Berryville Treasures - An Artisans Boutique	\$ 10,000.00
Dr. Dandridge Allen, DDS PLC	\$ 10,000.00
Fly Home Birdhouses	\$ 10,000.00
Kaiser and Malony, DDS dba Berryville Dental Associates	\$ 10,000.00
Karen Walker, LMT	\$ 10,000.00
Instinctive Pet, LLC	\$ 3,000.00
IVQ Berryville OPCO LP (Commonwealth Senior Living)	\$ 10,000.00
Market Basket	\$ 10,000.00
Modern Mercantile	\$ 9,627.87
Navigate Edu: Globl Education Services	\$ 10,000.00
Neatoville Ventures, LLC	\$ 10,000.00
Neighborhood Italian Kitchen - NIKs	\$ 10,000.00
Pine Grove Family Restaurant	\$ 10,000.00
Presto Dinners	\$ 9,160.60
Sayvor, LLC dba Anytime Fitness	\$ 10,000.00
Social Graces Ballroom Dance Studio	\$ 10,000.00
Teja Enterprises LLC dba Jim's Country Store	\$ 10,000.00
The Berryville Grille	\$ 10,000.00
The Goldberg School of Music	\$ 9,329.00
The Sanctuary Berryville, LLC	\$ 10,000.00
Tiny Toes Dance	\$ 10,000.00
Carolo S. E. Moore (Thoroughbred Horse Stable/Racing Management)	\$ 10,000.00
Turiya Yoga and Wellness	\$ 10,000.00
Virginia Vistas Greenhouses	\$ 10,000.00
Waypoint House	\$ 1,053.52
<b>Total Awarded to Small Businesses in Clarke County:</b>	<b>\$ 255,982.68</b>

## 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:

"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, 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.

"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 cities, towns and counties, 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.

"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.

### **§ 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. 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, except that (i) information from the Virginia Parole 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; and (iii) all records concerning the finances of the Virginia Parole Board 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.

#### **§ 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 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. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. 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. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen. 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.

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.

**§ 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; and
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. 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. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia."

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.

### **§ 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 and 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.), on the provisions of this chapter.

B. Each local elected official and the executive director and members of each industrial development authority and economic development authority, as created by the Industrial Development and Revenue Bond Act, 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 and executive directors and members of industrial development authorities and economic development authorities 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.

### **§ 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 for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not 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 for the purpose of receiving electronic mail from the public body 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.

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.

#### **§ 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. § 131.

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, 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; or (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. 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.

#### **§ 2.2-3705.4. 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.

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](#).

#### **§ 2.2-3705.5. 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. (Effective until July 1, 2021) 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 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.

4. (Effective July 1, 2021) 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.

**§ 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 Mines, Minerals and 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 Charitable Gaming Board 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 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.

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](#).

### **§ 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. (Effective until January 1, 2021) 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 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.

21. (Effective January 1, 2021) 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 § 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. (Effective until January 1, 2021) 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 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.

28. (Effective January 1, 2021) 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.

#### **§ 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. Criminal incident information relating to felony offenses, which shall include:
  - a. A general description of the criminal activity reported;
  - b. The date the alleged crime was committed;
  - c. The general location where the alleged crime was committed;
  - d. The identity of the investigating officer or other point of contact; and
  - e. A general 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 subdivision 1.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision 1 shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

2. 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;
3. 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
4. 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, other than criminal incident information subject to release in accordance with subdivision A 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 law-enforcement agency shall be governed by the provisions of subdivision B 9 of this section 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.

**§ 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. 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 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. Minutes shall be recorded 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, minutes of state public bodies shall include (1) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (3) the identity of the members of the public body who were not present at the locations identified in clauses (1) and (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.

### **§ 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, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.2.

2004, c. 768;2005, c. 352;2018, c. 55.

#### **§ 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.

#### **§§ 2.2-3708 and 2.2-3708.1. Repealed**

Repealed by Acts 2018, c. 55, cl. 2.

#### **§ 2.2-3708.2. Meetings held through electronic communication means**

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, 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. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision 1 b, 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 subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. 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, 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 address the emergency. The public body convening a meeting in accordance with this subdivision shall:

- 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 to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting; and
- c. Otherwise comply with the provisions of this section.

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.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

2. 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.

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

C. Participation by a member of a public body in a meeting through electronic communication

means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy 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;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § [2.2-3707.01](#), state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed 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

conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

a. The total number of meetings held that year in which there was participation through electronic communication means;

b. The dates and purposes of each such meeting;

c. A copy of the agenda for each such meeting;

d. The primary or central meeting location of each such meeting;

e. The types of electronic communication means by which each meeting was held;

f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;

g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;

h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;

i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;



j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and

k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. [55](#), [56](#);2019, c. [359](#).

### **§ 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. 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 subject to the exclusion in subdivision B 1 of § 2.2-3706.
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.
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 in a licensing appeal action conducted pursuant to § 58.1-4105 regarding the denial or revocation of a license of a casino gaming operator and discussion, consideration, or review of matters related to investigations exempt from 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 a 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.

### **§ 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.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428; 2017, c. 616.

### **§ 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, 2.2-3707, 2.2-3708.2, 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 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.

### **§ 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.

## 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:

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

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"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.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"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.

"Private record" means a record that does not relate 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 transacting public business.

"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" shall not include 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, and stocks of publications.

"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.

#### **§ 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. 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.

#### **§ 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 and the House Appropriations and Senate Finance Committees 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.