

Public Information Policy

Virginia Freedom of Information Act Policy

As a Virginia citizen, you have the right to certain public records. The Office of the Commissioner of Revenue (the “Commissioner”) performs public business in an open and public manner as required by Virginia’s Freedom of Information Act (“FOIA”). The Commissioner believes that citizens should have reasonable access to the inspection and copying of public records to further the accountability of local government. As a result, this policy prescribes the Commissioner’s procedures for responding to public records requests made pursuant to FOIA.

1. FOIA allows the Commissioner five working days from the date of receipt of the request to respond, in writing, including by:
 - Providing the records to you
 - Letting you know why the records are exempted or excluded by FOIA
 - Letting you know if and why the Office of the Commissioner of Revenue needs additional time

2. The Commissioner has designated a FOIA officer to serve as a point of contact for members of the public requesting public records and to coordinate the Commissioner’s compliance with FOIA. As such, Marie Rey may be reached:
 - In person at: 300 N. Main Street, Suite 100, Hopewell, VA 23860
 - In writing at: Post Office Box 1604, Hopewell, VA 23860
 - By telephone at: (804) 541-2237
 - By email at: mrey@hopewellva.gov

3. The types of public records that the Office of the Commissioner of Revenue maintains include:
 - Business Licenses
 - Excise Tax
 - Business Personal Property Tax
 - Machinery and Tools
 - Public Service
 - Personal Property Tax
 - State Income Tax
 - Real Estate Tax Relief

4. The Office of the Commissioner of Revenue routinely withholds certain records from release as permitted or required by FOIA or other law. Exemptions or exclusions in law that permit or require public records to be withheld from release include those set forth in Virginia Code sections 2.2-3705.1 – 2.2-3706, such as:
 - Personnel records
 - Records protected by attorney-client privilege
 - Records relating to the negotiation and award of a contract

5. 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.