

Public Information Policy

Virginia Freedom of Information Act Policy

As a Virginia citizen, you have the right to certain public records. The City of Hopewell (the “City”) performs public business in an open and public manner as required by Virginia’s Freedom of Information Act (“FOIA”). The City 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 City’s procedures for responding to public records requests made pursuant to FOIA.

1. FOIA allows the City 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 City of Hopewell needs additional time
2. In addition to the City Attorney, the City has designated a FOIA officer to serve as a point of contact for members of the public requesting public records and to coordinate the City’s compliance with FOIA. As such, Ronnieye Arrington may be reached:
 - In person or in writing at: 300 N. Main Street, Suite 216, Hopewell, VA 23860
 - By telephone at: (804) 541-2408
 - By email at: rarrington@hopewellva.gov
3. The types of public records that the City of Hopewell maintains include:
 - Meeting agendas and minutes
 - Public contracts
 - Ordinances and resolutions
4. The City of Hopewell 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

The above notice is pursuant to Virginia Code § 2.2-3704.1 and does not limit or alter a citizen's or the City of Hopewell's rights or responsibilities under FOIA (currently, Virginia Code §§ 2.2-3700 – 2.2-3714). In the event of any conflict with this notice, the provisions of FOIA or other applicable law shall control.

5. There are also Constitutional Offices within the City of Hopewell, which have FOIA Officers who provide information relative to their respective offices. Below is a list of those FOIA Officers:

- **Commissioner of the Revenue**
Marie D. Rey
300 N Main Street, Suite 100
Hopewell, VA 23860
mrey@hopewellva.gov
(804) 541-2237

- **Circuit Court**
Tamara J. Ward, Clerk
100 E. Broadway, Room 251
Post Office Box 310
Hopewell, VA 23860
tward@courts.state.va.us
(804) 541-2239

- **General District Court**
Ellen Taylor Chiasson, Clerk
100 E. Broadway
Hopewell, VA 23860
echiasson@courts.state.va.us
(804) 541-2257

- **Commonwealth's Attorney's Office**
Rick Newman, Commonwealth's Attorney
100 E. Broadway, Room 252
Hopewell, VA 23860
<mailto:rnewman@hopewellva.gov>
(804) 541-2255

- **Treasurer's Office**
Teresa L. Batton, Treasurer
300 E Main Street
Post Office Box 199
Hopewell, VA 23860
tbatton@hopewellva.gov
(804) 541-2240

6. 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.