



Augusta County School Board

Dr. Eric W. Bond
Division Superintendent

P.O. Box 960
18 Government Center Lane
Verona, VA 24482

(540) 245-5100
(540) 949-6134
FAX (540) 245-5115

Freedom of Information Act (FOIA)

The Augusta County School Board (ACSB) may make reasonable charges for its actual costs incurred in accessing, duplicating, supplying or searching for any requested records. Extraneous, intermediary or surplus fees or expenses to recoup the costs associated with creating or maintaining records or transacting general school board business are prohibited. Duplicating fees may not exceed actual cost.

Charges assessed for accessing or searching for requested records will be charged the lowest hourly rate of the administrative assistant in central office. The current hourly fee is \$23.50. Time will be totaled from all of the personnel who assist in the accessing, searching, and duplicating of the requested files.

Also, if the ACSB determines in advance that the charges for producing the requested record are likely to exceed \$200, the school board may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. Such deposit shall be credited toward the final cost of supplying the requested records.

Before processing a request, the ACSB may require the requester to pay any amounts owed to the school board for previous requests that remain unpaid 30 days after billing.