



RUSSELL COUNTY PUBLIC SERVICE AUTHORITY

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NOTICE:

Effective immediately, pursuant to Va. Code Section 2.2-3704 (F), the Russell County PSA will make reasonable charges for the processing of requests under the Freedom of Information Act. Such charges shall include actual costs incurred in accessing, duplicating, supplying, or searching for the requested records. Any person submitting a request under the Freedom of Information Act may request a cost estimate from the Agency. Should such an estimate be requested, the period within which the Russell County PSA shall respond under this section shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of the requester. If the public body receives no response from the requester within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn. Any costs incurred by the Russell County PSA in estimating the cost of supplying the requested records shall be applied toward the overall charges to be paid by the requester for the supplying of such requested records.

Additionally, pursuant to Va. Code Section 2.2-3704 (H), in any case where the Russell County PSA determines in advance that charges for producing the requested records are likely to exceed \$200, the Russell County PSA will, 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 Russell County PSA shall respond to the Freedom of Information Act request shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

Lastly, pursuant to VA. Code Section 2.2-3704 (I), before processing a request for records, the Russell County PSA shall require the requester to pay any amounts owed to the Russell County PSA for previous requests for records that remain unpaid 30 days or more after billing.