

ADMINISTRATIVE POLICY
Fauquier County, Virginia

Policy Title: PUBLIC ACCESS TO COUNTY DOCUMENTS
Policy Number: Administrative Policy-04

Effective Date: May 1, 2004
Supersedes Policy: All Previous Undated Policies

I. PURPOSE

The County Administrator believes that it is in the best interest of the health, safety and welfare of the citizens of Fauquier County to be well informed about the workings of County government. The purpose of this policy is to ensure the utilization of current technology to electronically promulgate and store documents to allow greater citizen access to County documents.

II. SCOPE

A. This policy applies to all of the following agenda, agenda materials and minutes of each of the following entities:

- Airport Committee
- Agricultural and Forestal District Advisory Committee
- Architectural Review Board
- Board of Supervisors
- Board of Building Appeals
- Board of Zoning Appeals
- CPMT
- CCJB
- Disability Services Board
- Facilities Planning and Implementation Committee
- Finance Committee
- Human Rights Committee
- Library Board
- Parks and Recreation Board
- Personnel Committee
- Planning Commission
- Public Safety Committee
- Purchase of Development Rights Selection Committee
- Social Services Board
- Warrenton-Fauquier Joint Communications Center Board
- Warrenton Planning Service District Committee

B. Such other documents as the County Administrator shall from time to time specify shall be placed upon the County's Document Web site.

III. **PROCEDURES**

- A. It shall be the policy of the County that, unless authorized by the Director of the Department of Information Technology, all documents and records of the County designated for public access and review under this policy shall be available in electronic format permitting public access to the documents via the County's Internet web site. Where other County documents not specified for archiving under this policy are retained on different web sites, the County Documents web site shall contain links to the other sites.
- B. The Department of Information Technology is hereby designated the implementing department for this policy and it shall have the power to create and implement processes and procedures in order to develop and maintain a County web site for maintaining the documents designated under this policy for public access and to otherwise implement this policy.
- C. Where documents are incapable of being stored in electronic format and are designated under this policy for public access, the Library is hereby designated as the repository agency and it shall have the power to create and implement processes and procedures for the retention of the designated County documents and for public access to those documents.
- D. Unless otherwise specified in this policy, all documents designated under this policy shall be accessible on either the County web site or at the Library for a period of three (3) years from the date of their generation. After three years, the document shall be purged unless the County Administrator directs that the document be kept for an additional period.
- E. The provisions of this policy are not intended to relieve the duty and responsibility of County departments and agencies from complying with the Virginia Records Retention Act. Each department and agency shall continue to have the duty and responsibility to retain its own documents and records.
- F. Any Freedom of Information Act request received by either the Library or the Department of Information Technology related to the documents of another department or agency shall be forwarded to the appropriate department or agency which shall then have the responsibility to respond to the request in conformance with the dictates of the Freedom of Information Act and Administrative Policy-03, Responding To Requests Made Under The Freedom Of Information Act.