CITY OF POQUOSON
Office of the City Manager **500 City Hall Avenue, Poquoson, Virginia 23662-1996**
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June 27, 2016

To: City Council

From: City Manager

Subject: **Resolution Designating FOIA Officers For The City of Poquoson**

Legislation was passed during the 2016 General Assembly session requiring all cities, towns and counties with a population of more than 250 to designate and identify a local FOIA (Freedom of Information Act) officer(s). The Officer will be responsible for the FOIA requests made to the City. The person should have specific knowledge of the FOIA provisions and must undergo annual training given by either the City Attorney or the FOIA Advisory Council.

Presented therefore for your consideration is a resolution designating FOIA Officer(s) for administrative records and for Police records. Recommendations for these appointments are Judy Wiggins, City Clerk, Victoria Diggs, Deputy City Clerk and Clifford Bowen, Police Chief. Judy and Vicki will be responsible for all inquiries except for those pertaining to the Police Department.

The rights and responsibilities of requestors and the responsibilities of the FOIA officers and the procedures they must follow are explained in detail and posted on the City's website. The officers along with their contact information are identified as well.

RESOLUTION NO. ____

RESOLUTION DESIGNATING FOIA (FREEDOM OF INFORMATION ACT) OFFICERS FOR THE CITY OF POQUOSON

WHEREAS, effective July 1, 2016, legislation passed during the 2016 session of the General Assembly requires the designation of a FOIA officer(s) by all cities, towns, or counties having a population of 250 or more whose responsibility shall be to respond to all FOIA requests received by the locality; and

WHEREAS, the legislation also requires that information about FOIA and the designated officer(s) must be provided on the website with a link to the City's homepage.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia:

Section 1: That the following persons be and the same hereby are designated as the City's FOIA officers to serve at the pleasure of Council:

Name	**Terms Expire**
1.	Pleasure of Council
2.	Pleasure of Council
3.	Pleasure of Council

Section 2: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk