

Policy Name	Custodian of the record			Policy Number	76-90.02
Section Title	Policy Implementation	Section Number	76-90	Former Policy No.	76-7.3
Approval Authority	Agency Director			Effective Date	8/25/2021
Responsible Executive	Agency Director			Revised Date	2/23/2022
Responsible Office	Director's Office			Last Reviewed	2/23/2022
Responsible Reviewer	Yeatts, Elaine				

Purpose:

To ensure agency compliance with § 2.2-3700 et seq. and § 42.1-76 of the *Code of Virginia* which set forth requirements for the Virginia Freedom of Information Act and the Virginia Public Records Act.

Policy:

To delegate authority and designate responsible staff for the purpose of compliance with law and appropriate records management.

Authority:

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

Procedures:

Agency Records Officer - The Executive Services Manager for the Office of the Director is designated as the Records Officer of the Department of Health Professions in accordance with § 42.1-76 of the *Code of Virginia*. As such, he/she is responsible for implementing a records management program.

Custodians of Records - The following individuals are designated as custodians of records for the purpose of records management as established by the agency's records manager and responding to requests under § 2.2-3704 of the Virginia Freedom of Information Act.

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Approved By: David E. Brown



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