

## FREEDOM OF INFORMATION ACT

### Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) takes pride in operating with integrity and transparency; to that end, it recognizes the importance of providing valuable and pertinent information to its customers and to the community.

### Section 2. POLICY

- A. The Authority complies with the requirements of Chapter [§ 2.2-3704](#) of the Code of Virginia, otherwise known as the Virginia Freedom of Information Act (“FOIA”).
- B. In compliance with [§ 2.2-3704.2](#), the Authority has the following people designated as FOIA officers:
  1. Executive Director: For information related to the governance of the Authority, including staff and the Board of Directors.
  2. Deputy Director: For information related to the design, operations, and maintenance of the Authority’s systems.
  3. Director of Finance: For information related to the financial aspects of the Authority, including the budget, revenues, and expenditures.

Any of the FOIA officers may respond, or ensure a response, to any request made for any records maintained by the Authority. The contact information for all of these position is as follows:

- a. Phone: 540-586-7679
- b. Email: [admin@brwa.com](mailto:admin@brwa.com)
- c. Mail: 1723 Falling Creek Road / Bedford, VA 24523

### Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority’s Executive Director on July 1, 2016.
- B. This policy was modified with the following amendments:
  1. Approved September 27, 2022, effective September 27, 2022:
    - a. Policy revised updating titles.