
**AUGUSTA COUNTY SERVICE AUTHORITY
OPERATING PROCEDURES AND POLICY MANUAL**

Issue Date: January 4, 2000
Approved By: Administration
Revision Date: June 29, 2016

Communications
Policy No. 6.2
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Virginia Freedom of Information Act

The Engineering Administrative Specialist is the Service Authority's designated FOIA Officer in accordance with Virginia State Code Section 2.2-3704.2. Requests for public records should be delivered to the attention of the Engineering Administrative Specialist, Augusta County Service Authority, at 18 Government Center Lane, P. O. Box 859, Verona, VA 24482 or by email at administration@acsawater.com or by telephone at 540-245-5670. All FOIA requests are subject to reasonable charges as provided under Section 2.2-3704.