
**AUGUSTA WATER
OPERATING PROCEDURES AND POLICY MANUAL**

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Virginia Freedom of Information Act

The Engineering Administrative Specialist is Augusta Water'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 Water, at 18 Government Center Lane, P. O. Box 859, Verona, VA 24482 or by email at foia@augustawater.com or by telephone at 540-245-5670. All FOIA requests are subject to reasonable charges as provided under Section 2.2-3704.