Types of Records & Exemptions

Types of records

- The following is a general description of the types of records held by Essex County:
- Personnel records concerning employees and officials of Essex County
- Records of contracts which Essex County has entered into
- General administrative records
- Land use records

If you are unsure whether Essex County has the record(s) you seek, please contact April Rounds directly at 202 South Church Lane, Tappahannock, VA 22560; 804-443-4331; arrounds [at] essex-virginia.org

Commonly used exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. Essex County commonly withholds records subject to the following exemptions:

- Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)
- Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))
- Vendor proprietary information (§ 2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))

Policy regarding the use of exemptions

- The general policy of Essex County is to invoke the personnel records exemption in those instances where it applies in order to protect the privacy of employees and officials of Essex County.
- The general policy of Essex County is to invoke the contract negotiations exemption whenever it applies in order to protect Essex County’s bargaining position and negotiating strategy.
- The general policy of the County of Essex is to invoke the attorney-client privilege exemption whenever it applies in order to protect the County’s interest in any suit or contract negotiation.

- Complete the FOIA Request Online Form (External Link)