

West Virginia Northern Community College
FREEDOM OF INFORMATION ACT (FOIA)
NC-1002

Effective Date: ~~March 25, 2004~~

Date Approved by WVNCC Board of Governors: ~~March 25, 2004~~

Authority Reference: WV Code Chapter 29B. "Freedom of Information" and
The Freedom of Information Act, 5 U.S.C. § 552

Section ~~29B-1-1~~ through ~~29B-1-7~~

Replaces previous policy dated: WVNCC Policy No. 4.1.18 effective ~~January 3, 2000~~

Rule: Public records maintained by the College in the course of regular business, unless otherwise expressly provided by law, "are subject to the public policy that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees." "Every person has a right to inspect or copy any public record of a public body in the State of West Virginia," except as otherwise expressly provided by law.

The **A** FOIA Request for Information must be submitted in writing and addressed to the official College custodian of the public records **College President** or designee. Exemptions from disclosure **of under certain** documents under provisions of the Freedom of Information Act **FOIA** are set forth in federal and WV state law (**see above**).

Duplicating fees for documents or materials in FOIA requests are reasonably calculated to reimburse the College for its actual costs in making reproductions of such records. **This These fees is are** subject to review on a regular basis as costs increase. **All appeals Requests for waiver of fees** under FOIA must be **in writing and addressed** directed to the College President. The President has sole authority to grant or deny a **FOIA** fee waiver.