

TITLE: Freedom of Information
Reference: WV Code .29B—1-1, et seq.

1326.01 General Policy

The West Virginia Freedom of Information Act (FOIA) affords persons the right to inspect or copy any non-exempt public record maintained or controlled by the Gilmer County Board of Education. (Board). WV Code 29B-1-1 et seq.

1326.02 Procedure

A request to inspect or copy any public record of the Board shall be made , in writing, directly to the custodian of such public record.

Requests for information shall be made in writing to:

Superintendent
Gilmer County Schools
201 North Court St.
Glenville, WV 26351

The request must state with reasonable specificity the information sought.

The Board is not required to provide documents in response to FOIA requests that are exempted from disclosure by the Act. Nor is the Board required to create documents or answer questions in response to FOIA requests.

The custodian of any public records, unless otherwise expressly provided by statute, shall furnish proper and reasonable opportunities for inspection and examination of the records in his office and reasonable facilities for making memoranda or abstracts there from, during the usual business hours, to all persons having occasion to make examination of them. The Custodian of the records may make reasonable rules and regulations necessary for the protection of the records and to prevent interference with the regular discharge of his duties.

The custodian, upon demand for records made under this statute, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays

or legal holidays:

- ❖ Advise the person making the request that the materials are immediately available:
- ❖ Advise the person making the request of the date, time and place at which s/he may inspect and copy the materials; or
- ❖ Deny the request stating in writing the reasons for such denials.

Any denial of a request for records shall state that the responsibility to produce records is at an end and inform the requestor of the right to initiate proceedings for injunctive or declaratory relief in the Circuit Court of Gilmer County.

The Superintendent will provide reasonable facilities during regular business hours for making memoranda or abstracts from the public records.

326.04 Fees

Persons seeking (a) public record(s) under the Freedom of Information Act and who request that the information contained in the public record(s) be produced in copy form, will be required to reimburse the District \$0.50 per page, \$5.00 per disk, CD or tape, and/or the actual cost of reproducing the document or item, i.e. blueprint, maps, electronic media, etc. These charges are payable prior to release of the requested copies.

1326.05 Exemptions

Categories of information that are specifically exempt from disclosure are those listed in WV Code 29B-1—4.

Approved: October 28, 1991

Place on Revision Review 6-12-07

Revisions Approved: 7-24-07