

**West Virginia Northern Community College**

**FREEDOM OF INFORMATION ACT**

Effective Date: March 25, 2004

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

Authority Reference: WV Code Section 29B-1-1 through 29B-1-7  
“Freedom of Information”

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.

Exemptions from disclosure under documents under the provisions of the Freedom of Information Act (FOIA) are set forth in Federal and State laws.

The FOIA request for information must be submitted in writing and addressed to the official College custodian of the public records.

Duplicating fees for documents or materials in FOIA requests are reasonably calculated to reimburse the College for its actual cost in making reproductions of such records. This fee is subject to review on a regular basis as costs increase.

All appeals under FOIA must be directed to the College President. The President has sole authority to grant or deny a fee waiver.