

**West Virginia Northern Community College**

**Freedom of Information Act (FOIA) Rule  
NC-1002**

Effective Date: July 1, 2025

Date Approved by WVNCC Board of Governors: June 26, 2025

Date Approved by WVCTCS: June 30, 2025

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

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.

A FOIA Request for Information must be submitted in writing and addressed to the College President or designee. Exemptions from disclosure of certain documents under provisions of 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. These fees are subject to review on a regular basis. Requests for waiver of fees under FOIA must be in writing and addressed to the College President. The President has sole authority to grant or deny a FOIA fee waiver.