

# KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

## Freedom of Information Requests

Series: B06A

Reference: West Virginia Code §29B-1-3

Issued: 04.05.2001

Revised:

Revision Number:

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**6.01. Purpose.** The West Virginia Freedom of Information Act (W. Va. Code §29B-1-1 *et seq.*) provides that persons have a right to inspect or copy any public record of the Kanawha County Board of Education or Kanawha County Schools. W. Va. Code §29B-1-2 provides that a “public record includes any writing containing information related to the conduct of the public's business, prepared, owned and retained by a public body.” W. Va. Code §29B-1-3(5) provide that the “public body may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of such records.”

### **6.02. Availability of Public Records.**

6.02.1 Persons requesting to inspect or copy (a) public record(s) of the Board under the Freedom of Information Act must do so in writing addressed to the Superintendent of Schools. The request must state with reasonable specificity the information sought.

6.02.2 The Board is not required to provide information pursuant to a FOIA request that is specifically exempted from disclosure under W. Va. Code §29B-1-4.

6.02.3 The Superintendent or designee will notify the person making a FOIA request of either: (a) the date, time and place where the requested information may be inspected; (b) the date, time and place where the requested information may be picked up if the requestor has asked that the Superintendent provide copies of the information requested; or (c) the denial of the request (in writing) with the reasons for the denial.

6.02.4 The Superintendent will provide reasonable facilities during regular business hours for making memoranda or abstracts from the public records. The Superintendent, if necessary, to prevent undue interference with the regular discharge of the duties of the Board or Kanawha County Schools, may, provided they neither violate the spirit and intent of the Freedom of Information Act nor prevent the requestor from obtaining the information requested, impose restrictions on employee time and agency resources that are reasonably necessary in order to allow the Board and Kanawha County Schools to function normally.

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**6.03. Fees.** Persons seeking (a) public record(s) under the Freedom of Information Act (W. Va. Code §29B-1-1 *et seq.*) and who request that the information contained in the public record(s) be reproduced in copy form, will be required to reimburse Kanawha County Schools 40 cents (\$0.40) per page or the actual cost of reproducing the document, i.e., blueprint, maps, etc. These charges are payable prior to release of the requested copies.