

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION
Series: B06A - Freedom of Information Requests

6.01. Purpose. The West Virginia Freedom of Information Act (W. Va. Code §29B1-1 *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.

6.03. 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. If the information requested must be delivered or is requested on a portable hard drive device, the District will use a device that it purchases and will charge for the cost of the device. These charges are payable prior to release of the requested copies.

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

Issued: 04.05.2001

Revised: 06.30.2021