



West Virginia State University Freedom of Information Procedures

West Virginia State University is often asked to provide copies of various records under the Freedom of Information Act, WV Code §29B-1-1. FOIA requests shall not consist of questions to be answered: rather, requests must seek existing records or documents maintained by the University. In order to process all Freedom of Information Act (FOIA) requests in an equitable manner, the following procedures are hereby established for these requests.

1. FOIA requests shall be sent to the responsive FOIA Officer by U.S. mail at: WVSU, c/o University FOIA Officer, P.O. Box 399, 104 Ferrell Hall, Institute, W.Va. 25112-399, or email at: foia@wvstateu.edu.
2. When FOIA requests are received by staff, contact should immediately be made with the Freedom of Information Officer (Mr. Jack Bailey) to comply with the request in the amount of time as mandated within WV Code §29B-1-3d "... Within a maximum of five days not including Saturdays, Sundays or legal holidays..."
3. For all FOIAs that request a CD/DVD or other flash media be furnished to the party making the request, a minimum fee of \$10.00 shall be charged per CD/DVD or other flash media provided. In the event that the responsive documents are furnished to the requestor on electronic media (CD, DVD or flash media), the requestor shall pay all costs of the media.
4. In response to a FOIA, a per page reproduction fee shall be charged to the requestor. The University may assess duplication fees associated with any public records request, however any request resulting in 10 pages or less of responsive document shall have that fee waived. All other requests shall be assessed a fee of \$1.00 per page of responsive public records copied or printed. Determination of pagination shall be at the sole discretion of the FOIA officer.

5. Some requests may require the FOIA officer to estimate the fee to be charged. If the estimated fee exceeds \$10.00, the FOIA Officer may require the requestor to pay a deposit, up to and including the amount of the original estimate, before proceeding with the request.

6. A deposit or duplication fee charged to the requestor can be paid by contacting the West Virginia State University Cashier's Office. Checks can be mailed to West Virginia State University Cashier's Office at P.O. Box 368, Institute, W.Va. 25112. Credit card payments can be made by calling the Cashier's Office at 304-766-3141.

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