TITLE: PROCEDURES REGARDING FREEDOM OF INFORMATION ACT REQUESTS

In accordance with the Freedom of Information Act at West Virginia code §29B-1-1, it is the policy of Fairmont State University to provide timely, accurate, and consistent agency responses to Freedom of Information Act requests.

The Assistant to the President, or in his/her absence, the Vice President for Administration and Fiscal Affairs, will serve as the Freedom of Information Officer for Fairmont State University. The Freedom of Information Officer shall be responsible for reviewing any requests for information and for referral to the appropriate staff member for preparation of a response.

All requests, either in hard copy or facsimile form, shall be immediately hand delivered upon receipt to the Freedom of Information Officer. If the person who initially receives the request is the person with the expertise in the area of the request, that individual should begin immediately to prepare a response but must also provide a copy of the request to the Freedom of Information Officer.

The Freedom of Information Officer will, upon receipt of a request, make a referral to the appropriate staff member to prepare a response. The staff member should consult with the legal division of the Higher Education Policy Commission to prepare an appropriate response in accordance with applicable statutory requirements. The staff member will share a copy of the draft response with the Freedom of Information Officer prior to issuing a response.

A response, either granting the request or giving written reasons for its denial, must be issued to the applicant within five working days of receipt of the request. The Freedom of Information Officer must be copied on all final letters of response to Freedom of Information Act request.

Under certain circumstances, as determined by the appropriate staff member preparing the response and the Freedom of Information Officer, a time may be arranged for the individual requesting the information to review the documents at the campus in lieu of providing copies of lengthy documents to the individual.

Because responding to Freedom of Information Act requests demands staff time and resources, a duplicating cost of 30 (thirty) cents per page will be charged for responding to all requests.

Staff members preparing a response will keep track of the staff time spent and report that information to the Freedom of Information Officer. Fees for responding to requests will be updated from time to time as warranted by analysis of actual costs.