

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE**

**BOARD OF GOVERNORS**

**POLICY NO. BP- 6.7**

**TITLE: FREEDOM OF INFORMATION**

**SECTION 1. GENERAL**

- 1.1 Scope - This policy states the College’s position on the release of “public records” maintained by Eastern West Virginia Community & Technical College.
- 1.2 Authority - “Freedom of Information,” West Virginia Code §29-B-0101(1-7).
- 1.3 Effective Date - November 20, 2003

**SECTION 2. STATEMENT**

The Eastern West Virginia Community & Technical College Board of Governors officially adopts 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.” In furtherance of that goal, the Board adopts the statutory definition of “public records,” as those being maintained by the College during the normal course of business. The Board reaffirms that, except as expressly provided by law, “Every person has a right to inspect or copy any public record of a public body” in the State of West Virginia.

Exemptions from disclosure of documents under the provisions of the Freedom of Information Act (FOIA) are described in both the federal and state laws.

A FOIA request for information must be submitted in writing and addressed to the official College custodian of the public record(s) in question.

**SECTION 3. DELEGATION OF AUTHORITY**

The Board delegates to the President the responsibility to develop administrative regulations which implements this policy for Eastern “public records.” Such regulations shall include, but are not limited to, duplication fees, fee reviews, waiver of fee requests, and FOIA request denial appeals.

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**BOARD OF GOVERNORS, CHAIR**

November 20, 2003  
**DATE**