

INSTITUTIONAL POLICY: GA - 34

CATEGORY: General Administration

SUBJECT: Procedure for Obtaining Access to and Copies of
Public Documents at WVSOM

EFFECTIVE DATE: December 15, 2004

LAST REVISION DATE: December 14, 2005

I. INTRODUCTION

The West Virginia School of Osteopathic Medicine is an agency of the State of West Virginia, governed by the WVSOM Board of Governors. As a state agency, WVSOM is bound by the terms of the Freedom of Information Act (see Article 1 of Chapter 29B of the West Virginia Code). This policy sets forth the procedures the School will use to promote compliance with the Act.

II. REQUESTS FOR INSPECTION OR COPYING

A. **Make Request in Writing.** In accordance with the provisions of §29B-1-3, any request to inspect or copy a public record of WVSOM shall be made in writing to the Office of the President. The request shall state with reasonable specificity the record or information sought. The request shall be signed and dated as of the date first presented to the Office of the President.

1. If the requestor asks to inspect a record or body of records, the records shall be made available for inspection in the President's Conference Room or in such other location as may be available for the convenience of both parties, during usual business hours of 8:00 a.m. to 4:30 p.m. During this time, the requestor may make notes or abstracts of the information contained therein.
2. If the records exist in electronic or magnetic form, or are stored in a computer, any copies shall be made available on magnetic or electronic media, if so requested.
3. Upon inspecting the records, if the requestor desires copies of any of the documents, such copies shall be produced and made available as soon as is reasonably practicable. The documents and page numbers shall be identified in writing by attachment to the original request. No further written request shall be required.

B. **Response of the School.** Upon receipt of the written request for inspection or copies of public records, the request will be stamped as received. The President or his designee will assign the request to the head of the department which has custody of the records

requested and will sign and send a response to the requestor acknowledging receipt of the request.

1. If the records requested are public records in the custody of WVSOM, the acknowledgment will state when copies will be available or when the records may be inspected. The inspection will always take place on the premises of the School and the documents shall always be in the control and within sight of an employee of the School.
2. If the records requested are not public records, or are not in the custody of WVSOM, the acknowledgment will state that the request is denied and include the reasons for the denial.
3. As provided by state law, the records shall be made available for inspection, shall be copied and made available for the requestor, or shall be denied within five (5) business days of receipt of the request. The date of receipt is not included within the five day period.
4. If the request is denied, the denial shall include a statement that the responsibility of the President and the School is at an end and shall advise the requestor that he or she may initiate proceedings for injunctive or declaratory relief in the Circuit Court of Greenbrier County or in the county in which the records are kept.

III. FEES FOR COPYING

Upon furnishing the copies, the School's custodian will inform the requestor of the number of pages copied and the total cost for the copied records. The cost to be charged to the requestor is twenty-five (25) cents per page, which includes the cost for the paper, the ink and the time for the employee to locate and copy the records. The fee for copying the records shall be paid before the copies are given to the requestor.