



**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS RULE 1.7  
FREEDOM OF INFORMATION ACT  
REQUESTS**

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**Approval Date:** April 13, 2006

**Effective Date:** April 13, 2006

**Revision History:** Prior BOG Policy 55

**President's Signature:** On File

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**SECTION 1: Purpose and Scope.**

- 1.1 The purpose of this Rule is to establish West Liberty University's process regarding requests made for public records pursuant to Chapter 29B of the West Virginia Code (the West Virginia Freedom of Information Act ("WVFOIA")).
- 1.2 This Rule shall apply to all West Liberty University Units and divisions under the jurisdiction of the West Liberty University Board of Governors; and their employees who at any time may receive WVFOIA requests or who have access to responsible materials.

**SECTION 2: Definitions.**

- 2.1 Public Record – Pursuant to W.Va Code §29B-1-2(5) and (6), a public record is "any writing containing information prepared or received by a public body, the content or context of which, judged either by content or context, relates to the conduct of the public's business." A writing is "any books, papers, maps, photographs, cards, tapes, recordings or other documentary materials regardless of physical form or characteristics".
- 2.2 Exemptions – Those records which the University could withhold pursuant to W.Va. Code §29B-1-4(a).
- 2.3 Custodian – The President's Office shall be the Custodian as defined by W.Va. Code §29B-1-2(1).

**SECTION 3: Rule.**

- 3.1 The WVFOIA is a state law that allows any person to inspect, view or copy any public record that is prepared, owned and maintained by a public body. As a public entity, West Liberty University will respond to all requests for public records made pursuant to WVFOIA in accordance with its obligations under the law.
  - 3.2 The Office of the President will serve as the WVFOIA contact for West Liberty University. The President's Office shall ensure compliance with the WVFOIA and this Rule. The President's Office shall be responsible for developing and
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implementing appropriate procedures relative to WVFOIA requests. Any unit or employee other than the President's Office receiving WVFOIA requests shall immediately deliver the request to the President's Office.

**SECTION 4: Authority.**

4.1 W.Va. Code §§18B-1-6, 29B-1-1 et seq.