

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #5

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2003 NOV 13 A 9:19

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia State Police TITLE NUMBER: 81

CITE AUTHORITY: §29B-1-3

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 7

TITLE OF RULE BEING AMENDED: Rules Governing Requests For Information (Freedom of Information Act)

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS 13 December 03

M. Christine Morris Acting Secretary
Authorized Signature

**West Virginia State Police
Title 81
Series 7**

Summary of Comments Received

No comments were received within the stated time frame, therefore, no changes were made to the rule.

**TITLE 81
PROCEDURAL RULE
WEST VIRGINIA STATE POLICE**

FILED

**SERIES 7
RULES GOVERNING
REQUESTS FOR INFORMATION
(FREEDOM OF INFORMATION ACT)**

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

§81-7-1. General.

1.1. Scope. -- These rules establish procedures whereby any person may inspect and copy any public record prepared, owned, and retained by the West Virginia State Police.

1.2. Authority. -- W. Va. Code §29B-1-3.

1.3. Filing Date. --

1.4. Effective Date. --

§81-7-2. Purpose.

2.1. To establish procedures for the orderly dissemination of public records pursuant to the Freedom of Information Act by the West Virginia State Police.

§81-7-3. Definitions.

As used in these rules, unless used in a context that clearly requires a different meaning, the term:

3.1. "Act" means the "Freedom of Information Act" W. Va. Code §29B-1-1 et. seq.

3.2. "Department" means the West Virginia State Police.

3.3. "Public records" means any books, papers, maps, photographs, cards, tapes, recordings, and other documentary materials, regardless of physical forms or characteristics, containing information relating to the conduct of the public's business which are proposed, owned, and retained by the West Virginia State Police, and which are not held in confidence pursuant to federal or state laws.

3.4. "Superintendent" means the Superintendent of the West Virginia State Police.

§81-7-4. Form of Request.

4.1. Each request to inspect or copy any public record of the department shall be made, in writing, directly to the Superintendent and shall include the following:

(a) The name of the person making the request,

(b) The address where the person may be contacted,

(c) A statement describing, with reasonable specificity, the information sought and whether or not the person will be requiring reproductions of the public record. If possible, the statement should include a description of each document sought and if available, the title, date, and author of each such document, and

(d) A statement that the person is prepared to pay any fees covering the actual cost to the department for making reproductions of the public record.

4.2. Requests may be filed either in person, by U. S. Mail, fax, computer modem, or private courier, at the Office of the Superintendent, 725 Jefferson Road, South Charleston, West Virginia, 25309-1698. Requests made in person shall only be made during the department's regular business hours.

§81-7-5. Responsibilities of the Department.

5.1. The department shall, upon receipt of a properly filed request, affix the date of receipt and

initiate a search for the requested information.

5.2. The department shall respond to each request, in writing, as soon as practicable, but within a maximum of five (5) working days of receipt of the request. Such response shall:

(a) Provide requested information,

(b) Advise the requestor of the time and place at which he/she may inspect and/or copy the information,

(c) Advise the requestor that the description of the information sought is not sufficient to allow the department to identify and locate the information and that the request cannot be further processed until additional information is made available to the department. Upon receipt by the department of additional information, the five (5) day time limit shall begin anew; or

(d) Deny the request stating in writing the reason for such denial and informing the requestor that he/she may appeal the department's action in accordance with W. Va. Code §29B-1-5. The basis for denial shall include, but not be limited to, the following:

(1) The requested record is not known to exist,

(2) The record is not in the department's possession, and/or

(3) The record is exempt from disclosure under W. Va. Code §29B-1-4 of the Act or other provisions of federal or state law.

5.3. The department may decline to honor requests which require the creation of a record containing a compilation of records, extraction of information from other records, or any statistical analysis of records.

5.4. The department will not honor requests received by department offices other than that of the Superintendent. The five (5) day time limit shall not begin until the request is properly filed with the Office of the Superintendent as detailed in 4.2 above.

§81-7-6. Fees.

6.1. The department shall establish fixed rate fees for reproduction of documents, records, and files. This fee schedule shall be maintained by the department and made available to the public upon request.

6.2. All fees are non-refundable and shall be paid in advance of receipt of the requested information by certified check, cashier's check, or money order made payable to the Superintendent, West Virginia State Police.