



# State of West Virginia

Charleston 5

June 30, 1964

Series 15

G. THOMAS BATTLE  
STATE TAX COMMISSIONER

Joe F. Burdett  
Secretary of State  
State of West Virginia  
State Capitol  
Charleston, West Virginia

Dear Sir:

Enclosed are three (3) copies of regulations issued by the State Tax Commissioner to establish general operating rules and procedures for the sale of reproductions of microfilm, photography, and maps in the office of the Assessment Equalization Division. These regulations are designated Series XV of Chapter 18-9a of the West Virginia Administrative Regulations.

I hereby certify that the attached regulations are true and accurate copies of official regulations adopted by the State Tax Commissioner on June 30, 1964.

Sincerely yours,

*G. Thomas Battle*

G. Thomas Battle  
State Tax Commissioner

GTB/rm

Filed in Office of the Secretary of State  
of West Virginia June 30, 1964  
**JOE F. BURDETT**  
**SECRETARY OF STATE**

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE TAX COMMISSIONER

SALE OF REPRODUCTIONS OF MICROFILM, PHOTOGRAPHY AND MAPS

(Chapter 18, Article 9-a of the Code)

REGULATIONS

Filed in Office of the Secretary of State  
of West Virginia June 30, 1964  
JOE F. BURDETT  
SECRETARY OF STATE

G. Thomas Battle  
State Tax Commissioner

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE TAX COMMISSIONER

Chapter 18-9a  
(1964)

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE TAX COMMISSIONER

Chapter 18-9a  
(1964)

Subject: Regulations for sale of reproductions of microfilm, photography  
and maps.

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Section 1. General.

1.01. Scope.--These regulations establish general operating  
procedures for the sale of reproductions in the office of the Assessment  
Equalization Division.

1.02. Authority.--These regulations are issued under authority of  
the West Virginia Code, Chapter 18, Article 9a, Section 4.

1.03. Effective Date.--These regulations become effective\_\_\_\_\_.

1.04. Filing Date.--These regulations were filed in the office of the  
Secretary of State on June 30, 1964.

1.05. Certification.--These regulations are certified authentic by  
the State Tax Commissioner by certification number\_\_\_\_\_.

Section 2. DEFINITIONS.--The term "person" shall mean and include natural  
persons, partnerships, associations, corporations, federal agencies, state  
agencies, county agencies, municipal agencies and all other organizations or  
groups, public or private.

The term "microfilm" shall mean positive microfilm of deeds, wills,  
fiduciary records and any and all other records relating to the ownership of  
real property microfilmed as a part of the statewide property reappraisal  
program.

The term "photography" shall mean prints or mosiacs prepared from aerial photographs taken as a part of the statewide property reappraisal program.

The term "map" shall mean a black and white print on good quality paper of any tax map or index map prepared as a part of the statewide property reappraisal program.

Section 3. REQUESTS FOR AND SALE OF REPRODUCTIONS. The reproductions provided for in this article shall be sold by the state tax commissioner to any person making proper application therefor as prescribed in these regulations, and remitting therewith the fee specified in Section 4. Execution of the application form described in Section 8 shall be considered as meeting the requirements of this section.

Section 4. FEES. The fee for each page of microfilm, each map, for aerial photographs, for mosiacs, or any other type of reproduction not included in the foregoing list, will be quoted upon request following the receipt of a properly executed application form as provided in Section 8 of these regulations.

Section 5. WARRANTY. All original microfilm, photography and maps created under the provisions of Chapter 18, Article 9a, Section 4 of the West Virginia Code are the property of the State of West Virginia and the reproduction, copying, distribution or sale of such materials, or any copies thereof, without the written permission of the state tax commissioner is prohibited by law.

Such original microfilm, photography and maps were prepared for tax purposes only as a part of the statewide reappraisal program. The state tax commissioner makes no representation concerning their accuracy nor their fitness for any other purpose. The state tax commissioner warrants only that

the reproductions covered by these regulations shall correspond to the most current updated originals and it shall be incumbent upon the person requesting such reproductions to ascertain by examination prior to purchase whether such reproductions are suitable for the purpose for which their use is intended.

Section 6. CHECKS COVERING FEES FOR REPRODUCTIONS. The state tax commissioner may, in his discretion, specify whether payment shall be made in advance for any requested reproductions. In the event payment is to be made by check, the state tax commissioner, in his discretion, may specify whether such checks shall be certified or non-certified.

Where non-certified checks have been received in payment for reproductions and, at a later date, the checks are returned unpaid by the banks because of insufficient funds, the state tax commissioner may, in his discretion, take any action deemed necessary to rectify the situation including, but not limited to, the right to recover such materials as are unpaid for.

Section 7. REFUNDS. These regulations do not make provision for returns or refunds. It shall be the policy that all sales of reproductions are considered final upon delivery of such reproductions to the purchaser by the state tax commissioner, except in any event where such delivery is clearly erroneous.

Section 8. APPLICATION FORM. The prescribed application form referred to in Sections 3 and 4 will be made available upon request to the State Tax Commissioner, Assessment Equalization Division, Capitol Building, Charleston, West Virginia.

All information requested in this form should be accurately and fully detailed as a prerequisite to the satisfactory fulfillment of the applicant's desire for specific reproductions.

APPLICATION FOR REPRODUCTIONS OF MICROFILM, PHOTOGRAPHY OR TAX MAPS

\_\_\_\_\_ Date

State Tax Commissioner  
Assessment Equalization Division  
Capitol Building  
Charleston, West Virginia

The undersigned wishes to purchase reproductions of (check applicable box)  MICROFILM  AERIAL PHOTOGRAPHY  TAX MAPS of \_\_\_\_\_ County and respectfully requests a quotation covering the cost of the materials described below.

DESCRIPTION OF REPRODUCTIONS DESIRED

(Please give full description of desired reproductions. For microfilm, show record book number and page number. For aerial photography, show photograph numbers or description of area and size desired. For tax maps, show name of district and map numbers.)

All correspondence and shipments resulting from this application is to be forwarded to

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State

SIGNED

\_\_\_\_\_ Signature of person making application