

## Record Request Fee

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### 1.0 Purpose

**1.0 Duplication.** Duplication means the making of a copy of a record, or of the information contained in it, necessary to respond to a FOIA request or other request for duplicate records. Copies can take the form of paper, microform, audiovisual materials, or electronic records (for example, magnetic tape, disk, or compact disk), among others. The District will honor a requester's specified preference of form or format of disclosure if the record is readily reproducible with reasonable efforts in the requested form or format. Duplication shall also include review of records for the purpose of identifying confidential information and making redactions of confidential information that may not be disclosed.

**1.2 Cost of duplication.** Duplication fees will be charged to all requesters. For either a photocopy or a computer-generated printout of a record (no more than one copy of which need be supplied), the fee will be forty (40) cents per page. For electronic forms of duplication, other than a computer-generated printout, the District will charge the direct costs of that duplication. Such direct costs will include the costs of the requested electronic medium on which the copy is to be made and the actual operator time, including time required to review records for the purpose of identifying confidential information that is not subject to disclosure, the time to make necessary redactions, and computer resource usage required to produce the copy. The cost of electronic duplication that involves the duplication of files on disc or thumb drive. The estimated direct cost of duplication using other forms of electronic media will be provided in advance of duplication.

### 2.0 Payment of fees

All duplication fees must be paid in advance of duplication and delivery of requested documents. If a request to inspect documents requires a review of the requested documents prior to disclosure for the purpose of identifying confidential information, the requestor shall be responsible for the reproduction of all document pages that require redaction in advance of inspection.

### 3.0 Waiver of fees

If required by law, duplication fees shall be waived. The requestor shall be responsible for identifying any authority that may warrant the waiver of fees.

### 4.0 Reporting of FOIA

Beginning January 1, 2016, each public body that is in receipt of a freedom of information request shall provide information to the Secretary of State relating to, at a minimum, the nature of the request, the nature of the public body's response, the time-frame that was necessary to comply in full with the request, and the amount of reimbursement charged to the requester for

the freedom of information request. Provided, that the public body shall not provide to the Secretary of State the public records that were the subject of the FOIA request.

**5.0 Procedures**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** West Virginia Code § 29B-1-3

**ADOPTED:** 04/16/13

**REVISED:** 07/27/15 \_\_\_\_\_

