State of West Virginia
Office of the Attorney General

Patrick Morrisey
Attorney General

(304) 558-2021
Fax (304) 558-0410

Freedom Of Information Act
Request Policy

Any and all requests for information directed to the Office of Attorney General of West Virginia under the West Virginia Freedom of Information Act ***shall immediately*** be forwarded to the Attorney General's designee who will, in turn, coordinate efforts for timely compliance with all such requests. In addition thereto, at the time the request is sent to the designee, a copy ***shall also*** be provided to the Chief Counsel. At present time, the Attorney General's designee for addressing all such requests is J. Robert Leslie, Deputy Attorney General, Civil Rights Division.

The Office of Attorney General reserves the right to assert any permissible exemption to production or inspection of requested material as allowed by law including those pursuant to West Virginia Code §29B-1-4; together with any attorney-client or work-product privilege or exception which may be permissible under the West Virginia Code, the West Virginia Rules of Professional Conduct and/or common law in accordance with this Office's role as legal counsel for the State of West Virginia and its various agencies.

In responding to such requests, West Virginia Code §29B-1-3(5) permits this office to charge a reasonable amount for related expenses. This office shall charge the entity requesting materials and copies under said act, the rate of $0.25 per page for paper copies. All costs must be paid in full at the time the materials are produced. In the event that the anticipated production is in excess of five hundred (500) pages, the fee set forth above must be paid in full prior to printing the copies to be produced. The reimbursement fee may be waived for all requests where the amount to be reimbursed is five dollars ($5.00) or less. The Office of the Attorney General may, in its discretion, waive the reimbursement fee in circumstances where it reasonably appears that the requestor is indigent or otherwise cannot afford to pay the reimbursement fee.

Approved and Issued By:

PATRICK MORRISEY
Attorney General of West Virginia

State Capitol Building 1, Room E-26, 1900 Kanawha Boulevard East, Charleston, WV 25305

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Freedom Of Information Act
Policy For Payment of Costs

In responding to requests for materials and documents made pursuant to the West Virginia Freedom of Information Act, West Virginia Code §29B-1-3(5) permits government agencies to charge a reasonable amount for related expenses. The Office of Attorney General of West Virginia shall charge the entity requesting materials and copies under said act, the rate of $0.25 per page for paper copies. The reimbursement fee may be waived for all requests where the amount to be reimbursed is five dollars ($5.00) or less. The Office of the Attorney General may, in its discretion, waive the reimbursement fee in circumstances where it reasonably appears that the requestor is indigent or otherwise cannot afford to pay the reimbursement fee.

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