

WEST VIRGINIA STATE BOARD OF BARBERS AND COSMETOLOGISTS



Freedom of Information Act Policy

1. **PURPOSE** [To outline and detail the handling of Freedom of Information Act requests.]
2. **SCOPE**
 - a. This policy applies to all individuals, licensees, groups, agency, etc. that seek information pertaining to the Board of Barbers and Cosmetologists.
 - b. This policy describes the organization's objectives and policies regarding Freedom of Information Act (FOIA) requests.
3. **DEFINITIONS**
 - a. "Board" means Board of Barbers and Cosmetologists
 - b. "Requester" means the individual or group seeking information.
4. **SERVABILITY AND REASONING**
 - a. This policy applies to all individuals, licensees, groups, agency, etc. that seek information pertaining to the Board of Barbers and Cosmetologists.
 - b. This policy describes the organization's objectives and policies regarding Freedom of Information Act (FOIA) requests.
5. **BOARD'S RESPONSIBILITIES**
 - (1) The Board will respond to FOIA within 5 business days of receiving a completed written request by the applicable form.
 - (2) The Board will provide information that is immediately available to the Board staff.
 - (3) Requests that require research or the compiling of documents may take time to obtain and compile. The Requester will be notified of any delay.
 - (4) The Board will mail all Freedom of Information Act requests to the Requester within the specifically stated time-frame the Board has agreed upon with the Requester.
 - (5) The Board will not release any personal information that is not required by the Freedom of Information Act.
 - (6) The Board will provide an invoice to the Requester for reasonable expenses accumulated due to as a result of the request.

- (7) The invoice will be mailed to the Requester and the Requester must agree to pay the stated amount for requests that exceed \$15.00 and pay in full before the request will be provided to the Requester. For requests that are less than \$15.00, the information requested and the invoice will be mailed to the Requester.
- (8) The information and invoice will be mailed to the Requester.

6. REQUESTER'S RESPONSIBILITIES

- (1) The Requester will complete a Freedom of Information Act request form that the Board will provide upon request and photo identification.
- (2) The Requester will submit the Freedom of Information Act request to the Board.
- (3) The Requester will submit payment by check to the Board for the indicated amount on the invoice sent by the Board within 15 days for requests less than \$15.00. All requests that exceed \$15.00 must be paid in full prior to the Board's release of the records.
- (4) The Requester will receive invoice and information.
- (5) The Requester will submit payment for invoice.

7. EXPENSES

- a. Cost per Page= \$0.35 to include the usage of ink, paper, collating, grouping, and organizing
- b. Mailing Cost= \$actual mailing cost
- c. Staff Labor = \$10.00 per hour
- d. Less than \$5.00- Fee may be waived if recovery of data is readily available.
- e. Any additional expense that is occurred during the retrieval of the request.