WEST VIRGINIA BOARD OF MEDICINE

POLICY AND FEE SCHEDULE FOR RESPONDING TO FOIA REQUESTS

As a public body, the West Virginia Board of Medicine accepts and responds to requests for public records pursuant to the West Virginia Freedom of Information Act, W.Va. Code §29B-1-1 *et seq*. Requests for public documents must be in writing, and should identify with reasonable specificity the information sought.

The West Virginia Board of Medicine's hours of operation are Monday through Friday, 8:30am to 4:30pm. Requests submitted outside of regular business hours will be received by the Board on the next business day. Requests should be addressed to the Custodian of Records, and may be submitted as follows:

VIA US MAIL	**VIA FACSIMILE**	**VIA E-MAIL**
West Virginia Board of Medicine **101 Dee Drive Suite 103** **Charleston, WV 25311**	**(304) 558-2084**	**Robert.C.Knittle@wv.gov**

If a request specifically asks for public documents to be provided in electronic format, ***and if the requested documents exist in electronic format at the time the request is made***, the Board will provide electronic copies unless, for some reason, the electronic record is not susceptible to electronic reproduction. Electronic records will be produced on disc or flash drive, as appropriate to the request. In limited circumstances, it may be possible to provide responsive documents to the requestor via e-mail transmission, depending upon the volume and format of responsive public documents a request yields.

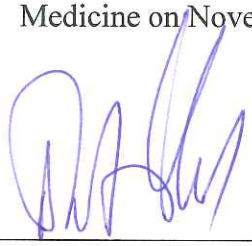
West Virginia law permits the Board to establish fees reasonably calculated to reimburse it for the actual costs incurred in making reproductions of requested public records. It is the current policy of the Board to assess the following fees with respect to all requests for copies of public documents.

Paper copies:	.50 cents per page
Electronic copies:	$1.00 per disc or $5.00 per flash drive
Postage:	actual cost

Payment is required prior to receiving the requested information. The Executive Director, at his discretion, may elect to waive all or part of any fee. In lieu of receiving copies, a requestor may set an appointment to inspect responsive public documents at the Board's office during normal business hours with no fee assessed.

The West Virginia Board of Medicine reserves the right to assert any and all exemptions and/or exceptions to the production or inspection of requested documents which are permitted by West Virginia law.

Adopted by the West Virginia Board of Medicine on November 9, 2015



Ahmed Faheem, M.D., President

Rahul Gupta, M.D., M.P.H., Secretary