

ARTICLE 107
Freedom of Information Act

107.01 Duties of the Town Recorder

102.02 Duties of the Town Clerk

CROSS REFERENCES

WV Freedom of Information Act - see WV Code 29B-1-1

107.01 DUTIES OF THE TOWN RECORDER

The Recorder of the Town of Belle is hereby designated as the Freedom of Information Act (“FOIA”) Officer to whom all initial requests for access to the records of the Town of Belle are to be referred. Such requests can be made at Town Hall in person between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday or such requests can be received by regular mail at which they will be stamped received on the day of receipt. In the event that the Recorder is not available during the times, FOIA requests may be received by the Town Clerk who is hereby designated the Deputy FOIA Officer. Except in instances when records are furnished immediately, the FOIA Officer, the Deputy FOIA officer and his or her designees shall ensure that the Town responds to requests pursuant the time frames established by West Virginia’s Freedom of Information Act. To ensure prompt response the FOIA Officer may develop a list of documents or categories of records that the Town shall immediately disclose upon request.

107.02 DUTIES OF THE TOWN CLERK

Upon receiving a request for a public record, the FOIA Officer shall: (1) note the date the Town receives the written request; (2) compute the day on which the period for response will expire and make a notation of that date on the written request; (3) maintain an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and (4) create a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications and (5) provide the Mayor with a copy of the FOIA request (Ordinance 2016-13, Passed 12/20/2016).