



THE WEST VIRGINIA FREEDOM OF INFORMATION ACT

State of West Virginia

**Office of the Attorney General
Charleston, West Virginia 25305**

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THE FREEDOM OF INFORMATION ACT

A SUMMARY OF THE LAW ON FREEDOM OF INFORMATION (PUBLIC RECORDS)

INTENT

The State statute on public records, known as the Freedom of Information Act, was enacted for the express purpose of providing full and complete information to all persons about the workings of government and the acts of those who represent them as public officials and employees, so that the people may be informed and retain control. Its provisions must be liberally construed to carry out that purpose.

SCOPE

The Act applies to all State, county and municipal officers, governing bodies, agencies, departments, boards and commissions, and any other bodies created or primarily funded by State or local authority, unless their enabling statute specifically exempts them from its provisions. The records covered by the Act include virtually all documents and information retained by a public body, regardless of their form.

Public records are available to every person for inspection or copying when there has been a request made to the custodian, and when they are not specifically exempted from disclosure. There is no statutory requirement that the request be in writing; however whenever possible, a written request is advisable in order to avoid misunderstandings regarding the timing and scope of the request, and to ensure that the information sought is stated "with reasonable specificity," as required by **W. Va. Code § 29B-1-3(d)**. The custodian must respond within five (5) working days by either: (1) providing copies of the requested information; (2) advise the requestor the time and place at which the materials will be available; or (3) deny the request stating in writing the reasons for such denial. Citizens may be charged a reasonable fee for the costs of copying.

EXEMPTIONS

The scope of the Act is expansive and its coverage liberally construed. **W. Va. Code § 29B-1-4(a)** creates a "presumption of public accessibility to all public records." However, this provision also allows for specific delineated exemptions from disclosure. These exemptions are strictly construed because the intent of the Act is disclosure and anything less than a narrow construction of exemptions would operate to defeat this intent.

ENFORCEMENT

Any person denied the right to inspect a public record of a public body may sue the public body in circuit court for injunctive or declaratory relief under the Freedom of Information Act. The burden is on the public body to prove to the satisfaction of the court that the records sought are exempt from disclosure. If successful, the person bringing the suit may recover his or her attorney fees and court costs from the public body that denied access to the records.

PENALTIES

Any custodian of a public record who willfully violates the Act is guilty of a misdemeanor, and upon conviction may be fined from \$200.00 to \$1,000.00 or imprisoned in the county jail for up to twenty (20) days or both.

STATUTE

W.Va. Code §29B-1-1. Declaration of policy

Pursuant to the fundamental philosophy of the American Constitutional form of representative government which holds to the principle that government is the servant of the people, and not the master of them, it is hereby declared to be the public policy of the State of West Virginia that all persons are, unless otherwise expressly provided by law, entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments of government they have created. To that end, the provisions of this article shall be liberally construed with the view of carrying out the above declaration of public policy.

W.Va. Code §29B-1-2. Definitions

As used in this article:

- (1) "Custodian" means the elected or appointed official charged with administering a public body.
- (2) "Law-enforcement officer" shall have the same definition as this term is defined in **W. Va. Code §30-29-1**: Provided, That for purposes of this article, "law-enforcement officer" shall additionally include those individuals defined as "chief executive" in **W. Va. Code §30-29-1**.
- (3) "Person" includes any natural person, corporation, partnership, firm or association.
- (4) "Public body" means every state officer, agency, department, including the executive, legislative and judicial departments, division, bureau, board and commission; every county and city governing body, school district, special district, municipal corporation, and any board, department, commission council or agency thereof; and any other body which is created by state or local authority or which is primarily funded by the state or local authority.
- (5) "Public record" includes any writing containing information prepared or received by a public body, the content or context of which, judged either by content or context, relates to the conduct of the public's business.
- (6) "Writing" includes any books, papers, maps, photographs, cards, tapes, recordings or other documentary materials regardless of physical form or characteristics.
- (7) "Publicly-administered utility enterprise" includes electric power generation, transmission, and distribution systems; water supply and distribution systems; wastewater including stormwater collection, treatment, and disposal systems of all types; public transportation systems; solid waste collection and disposal systems and facilities; or other public entity providing utility services, excluding airports, which are owned or administered by a governmental entity.

W.Va. Code §29B-1-3. Inspection and copying of public record; requests of Freedom of Information Act requests registry.

- (a) Every person has a right to inspect or copy any public record of a public body in this state, except as otherwise expressly provided by section four of this article.

(b) A request to inspect or copy any public record of a public body shall be made directly to the custodian of such public record.

(c) The custodian of any public records, unless otherwise expressly provided by statute, shall furnish proper and reasonable opportunities for inspection and examination of the records in his or her office and reasonable facilities for making memoranda or abstracts therefrom, during the usual business hours, to all persons having occasion to make examination of them. The custodian of the records may make reasonable rules and regulations necessary for the protection of the records and to prevent interference with the regular discharge of his or her duties. If the records requested exist in magnetic, electronic or computer form, the custodian of the records shall make copies available on magnetic or electronic media, if so requested.

(d) All requests for information must state with reasonable specificity the information sought. The custodian, upon demand for records made under this statute, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays or legal holidays:

(1) Furnish copies of the requested information;

(2) Advise the person making the request of the time and place at which he or she may inspect and copy the materials; or

(3) Deny the request stating in writing the reasons for such denial. A denial shall indicate that the responsibility of the custodian of any public records or public body to produce the requested records or documents is at an end and shall afford the person requesting them the opportunity to institute proceedings for injunctive or declaratory relief in the circuit court in the county where the public record is kept.

(e) The public body may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of records. A public body may not charge a search or retrieval fee or otherwise seek reimbursement based on a man-hour basis as part of costs associated with making reproduction of records.

(f) The Secretary of State shall maintain an electronic database of notices of requests as required by section three-a of this article. The database shall be made available to the public via the Internet and shall list each freedom of information request received and the outcome of the request. The Secretary of State shall provide on the website a form for use by a public body to report the results of the freedom of information request, providing the nature of the request and the public body's response thereto, whether the request was granted, and if not, the exemption asserted under section four of this article to deny the request.

W.Va. Code §29B-1-3a. Reports to Secretary of State by public bodies.

(a) 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.

(b) Pursuant to article three, chapter twenty-nine-a of this code, the Secretary of State shall propose rules and emergency rules for legislative approval relating to the creation and maintenance of a publicly accessible database available on the Secretary of State's website; the establishment of forms

and procedures for submission of information to the Secretary of State by the public body; and for other procedures and policies consistent with this section.

W.Va. Code §29B-1-4. Exemptions.

(a) There is a presumption of public accessibility to all public records, subject only to the following categories of information which are specifically exempt from disclosure under this article:

- (1) Trade secrets, as used in this section, which may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article or trade or a service or to locate minerals or other substances, having commercial value, and which gives its users an opportunity to obtain business advantage over competitors;
- (2) Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure of the information would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in this particular instance: Provided, That this article does not preclude an individual from inspecting or copying his or her own personal, medical, or similar file;
- (3) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination;
- (4)(A) Records of law-enforcement agencies that deal with the detection and investigation of crime and the internal records and notations of such law-enforcement agencies which are maintained for internal use in matters relating to law enforcement;
- (B) Records identifying motor vehicles used, and the agencies using them, for undercover investigation activities conducted by state law-enforcement agencies or other agencies that are authorized by this code to use undercover or unmarked vehicles;
- (5) Information specifically exempted from disclosure by statute;
- (6) Records, archives, documents, or manuscripts describing the location of undeveloped historic, prehistoric, archaeological, paleontological, and battlefield sites or constituting gifts to any public body upon which the donor has attached restrictions on usage or the handling of which could irreparably damage the record, archive, document, or manuscript;
- (7) Information contained in or related to examination, operating or condition reports prepared by, or on behalf of, or for the use of any agency responsible for the regulation or supervision of financial institutions, except those reports which are, by law required to be published in newspapers;
- (8) Internal memoranda or letters received or prepared by any public body;
- (9) Records assembled, prepared, or maintained to prevent, mitigate, or respond to terrorist acts or the threat of terrorist acts, the public disclosure of which threaten the public safety or the public health;
- (10) Those portions of records containing specific or unique vulnerability assessments or specific or unique response plans, data, databases and inventories of goods or materials collected or assembled to respond to terrorist acts; and communication codes or deployment plans of law-enforcement or emergency response personnel;

- (11) Specific intelligence information and specific investigative records dealing with terrorist acts or the threat of a terrorist act shared by and between federal and international law-enforcement agencies, state and local law-enforcement, and other agencies within the Department of Homeland Security;
- (12) National security records classified under federal executive order and not subject to public disclosure under federal law that are shared by federal agencies and other records related to national security briefings to assist state and local government with domestic preparedness for acts of terrorism;
- (13) Computing, telecommunications, and network security records, passwords, security codes, or programs used to respond to or plan against acts of terrorism which may be the subject of a terrorist act;
- (14) Security or disaster recovery plans, risk assessments, tests, or the results of those tests;
- (15) Architectural or infrastructure designs, maps, or other records that show the location or layout of the facilities where computing, telecommunications, or network infrastructure used to plan against or respond to terrorism are located or planned to be located;
- (16) Codes for facility security systems; or codes for secure applications for facilities referred to in subdivision (15) of this subsection;
- (17) Specific engineering plans and descriptions of existing public utility plants and equipment;
- (18) Customer proprietary network information of other telecommunications carriers, equipment manufacturers and individual customers, consistent with **47 U.S.C. §222**;
- (19) Records of the Division of Corrections, Regional Jail and Correctional Facility Authority and the Division of Juvenile Services relating to design of corrections, jail and detention facilities owned or operated by the agency, and the policy directives and operational procedures of personnel relating to the safe and secure management of inmates or residents, that if released, could be used by an inmate or resident to escape a facility, or to cause injury to another inmate, resident, or to facility personnel;
- (20) Information related to applications under **§61-7-4** of this code, including applications, supporting documents, permits, renewals, or any other information that would identify an applicant for or holder of a concealed weapon permit: Provided, That information in the aggregate that does not identify any permit holder other than by county or municipality is not exempted: Provided, however, That information or other records exempted under this subdivision may be disclosed to a law-enforcement agency or officer: (i) To determine the validity of a permit, (ii) to assist in a criminal investigation or prosecution, or (iii) for other lawful law-enforcement purposes;
- (21) Personal information of law-enforcement officers maintained by the public body in the ordinary course of the employer-employee relationship. As used in this paragraph, "personal information" means a law-enforcement officer's Social Security number, health information, home address, personal address, personal telephone numbers, and personal email addresses and those of his or her spouse, parents, and children as well as the names of the law-enforcement officer's spouse, parents, and children;
- (22) Information provided by a person when he or she elects to remain anonymous after winning a draw game prize, pursuant to **§29-22-15a** of this code; and

(23) Individually identifiable customer information created or maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a publicly-administered utility enterprise, including, but not limited to, customer names, addresses, and billing and usage records. Nothing contained herein is intended to limit public disclosure by a city or county of billing information:

(A) That the city or county determines will be useful or necessary to assist bond counsel, bond underwriters, underwriters' counsel, rating agencies or investors or potential investors in making informed decisions regarding bonds or other obligations incurred or to be incurred with respect to the publicly-administered utility enterprise;

(B) That is necessary to assist the city, county, state, or public enterprise to maintain the integrity and quality of services it provides; or

(C) That is necessary to assist law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers in the performance of their duties.

(b) As used in subdivisions (9) through (16), inclusive, subsection (a) of this section, the term "terrorist act" means an act that is likely to result in serious bodily injury or damage to property or the environment and is intended to:

(1) Intimidate or coerce the civilian population;

(2) Influence the policy of a branch or level of government by intimidation or coercion;

(3) Affect the conduct of a branch or level of government by intimidation or coercion; or

(4) Retaliate against a branch or level of government for a policy or conduct of the government.

(c) The provisions of subdivisions (9) through (16), inclusive, subsection (a) of this section do not make subject to the provisions of this chapter any evidence of an immediate threat to public health or safety unrelated to a terrorist act or the threat of a terrorist act which comes to the attention of a public entity in the course of conducting a vulnerability assessment response or similar activity.

W.Va. Code §29B-1-5. Enforcement.

(1) Any person denied the right to inspect the public record of a public body may institute proceedings for injunctive or declaratory relief in the circuit court in the county where the public record is kept.

(2) In any suit filed under subsection one of this section, the court has jurisdiction to enjoin the custodian or public body from withholding records and to order the production of any records improperly withheld from the person seeking disclosure. The court shall determine the matter de novo and the burden is on the public body to sustain its action. The court, on its own motion, may view the documents in controversy in camera before reaching a decision. Any custodian of any public records of the public body found to be in noncompliance with the order of the court to produce the documents or disclose the information sought, may be punished as being in contempt of court.

(3) Except as to causes the court considers of greater importance, proceedings arising under subsection one of this section shall be assigned for hearing and trial at the earliest practicable date.

W.Va. Code §29B-1-6. Violation of article; penalties.

Any custodian of any public records who willfully violates the provisions of this article is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$200 nor more than \$1,000, or be imprisoned in the county jail for not more than twenty days, or, in the discretion of the court, by both fine and imprisonment.

W.Va. Code §29B-1-7. Attorney fees and costs.

Any person who is denied access to public records requested pursuant to this article and who successfully brings a suit filed pursuant to section five of this article shall be entitled to recover his or her attorney fees and court costs from the public body that denied him or her access to the records.

INTERPRETATIONS OF THE ACT

When posed with a Freedom of Information question, three initial inquiries must be made in order to determine if disclosure of a record is required under the Act. These questions are:

1. Is the entity a public body as defined by the Freedom of Information Act?
2. Is the record in question a public record as defined by the Freedom of Information Act?
3. Is there a specific statutory exemption from the provisions of the Freedom of Information Act or in the statutes relating to the public body?

The answers to these questions may be found in the Act or in the enabling statute of the agency involved. If the material is a public record of a public body, and is not specifically exempted by statute from the disclosure provisions of the WV-FOIA, then the information should ordinarily be disclosed. Of course, if a “public record of a public body” is not in question, there is no further inquiry under the Act because there is no right of public access to the information. An additional question that may arise is whether there is a state constitutional right of access to the information.

Several decisions of the West Virginia Supreme Court of Appeals and Attorney General’s Opinions have defined more particularly the kinds of records that must be provided to the public under the WV-FOIA. Although an Opinion of the Attorney General does not have the force of law, it is the official opinion of the State’s chief legal officer as to how the West Virginia Supreme Court would rule should the same issue be before the Court. The following summaries give an overview of pertinent decisions along with the type of analysis that has been applied in various contexts. We will also attempt to offer direction concerning the treatment of exemptions under the Act which the Court has not yet addressed.

PUBLIC BODY

The WV-FOIA definition of a “public body” includes all officers, agencies and departments of the State’s executive, legislative and judicial branches of government; counties, school districts and municipalities; and any entities created or primarily funded by State or local authority. **W. Va. Code § 29B-1-2(3).**

“It is clear that the definition of a ‘public body’ under FOIA includes the judicial branch of State government. . . . [and that] FOIA may be utilized to obtain nonexempt judicial public records.” *Associated Press v. Canterbury*, 224 W.Va. 708, 715, 688 S.E.2d 317, 324 (2009).

In *Queen v. West Virginia University Hospitals, Inc.*, 179 W. Va. 95, 365 S.E.2d 375 (1987), the West Virginia Supreme Court of Appeals concluded that **West Virginia University Hospitals, Inc.**, a nonstock, nonprofit corporation formed to manage a hospital located on University property, was subject to the WV-FOIA provisions because a State statute (**W. Va. Code § 18-11C-1 et seq.**) directed the hospital’s incorporation and regulated its activities. The Court noted that the enabling legislation also specified the corporation’s purpose, prescribed the composition of its board of directors (primarily public officers), and imposed various audit and reporting requirements to the State. By so doing, the statute made the hospital an entity created by State authority, and therefore open and accountable to the public and the Legislature.

However, in *4-H Road Community Association v. West Virginia University Foundation, Inc.*, 182 W. Va. 434, 388 S.E.2d 308 (1989), the Supreme Court found that the West Virginia University Foundation, a charitable, educational, nonprofit corporation formed by private citizens under the general corporation laws of the State, was not a “public body” subject to the disclosure provisions of the WV-FOIA. The Court’s ruling was supported by the facts that the Foundation was not created by legislative mandate and that it did not use public money, property or employees in its operation. The Court also concluded that leases with the University for use of a State-owned building and a close working relationship with the public body did not affect the corporation’s private status.

PUBLIC RECORD

During the 2015 Session of the West Virginia Legislature, the WV-FOIA definition of “public record” was amended to include “any writing containing information prepared or received by a public body, the content or context of which, judged either by content or context, relates to the conduct of the public’s business.” Prior to its amendment, the definition of “public record” included “any writing containing information relating to the conduct of the public’s business, prepared, owned and retained by a public body.” The new definition of public record now includes information that has been received by the public body, and can relate not just to the content, but also to the context of the public’s business. By permitting the consideration of the context of the information, the Legislature has overruled the portion of the West Virginia Supreme Court’s holding in *Associated Press v. Canterbury*, 224 W. Va. 708, 688 S.E.2d 317 (2009) that held:

A trial court’s determination of whether personal e-mail communication by a public official or employee is a public record, subject to disclosure under the West Virginia Freedom of Information Act, **W. Va. Code § 29B-1-1**, *et seq.* is restricted to an analysis of the content of the e-mail and does not extend to a context-driven analysis because of public interest in the record.

Syl. pt. 4, *Canterbury*. Not impacted is the Court’s opinion that “[u]nder the clear language of the “public record” definition, a personal e-mail communication by a public official or public employee, which does not relate to the conduct of the public’s business, is not a public record subject to disclosure under FOIA.” Syl. pt. 3, *Canterbury*.

A “writing” for purposes of the Act includes “any books, papers, maps, photographs, cards, tapes, recordings or other documentary materials regardless of physical form or characteristics.” **W. Va. Code § 29B-1-2(5)**. “The definition of a ‘writing’ contained in **W. Va. Code § 29B-1-2(5)** (1977) (Repl. Vol. 2007) of the West Virginia Freedom of Information Act includes an e-mail communication.” Syl. pt. 2, *Canterbury*.

A verbatim **tape recording of a public meeting** of a governmental body is a public record subject to disclosure under the Act. *Veltri v. Charleston Urban Renewal Authority*, 178 W. Va. 669, 363 S.E.2d 746 (1988).

The document does not need to be prepared by the public body in order to be a public record subject to disclosure:

Under the West Virginia Freedom of Information Act (FOIA), **W. Va. Code, 29B-1-1**, *et seq.*, a “public record” includes any writing in the possession of a public body that relates to the conduct of the public’s business which is not specifically exempt from disclosure by **W. Va. Code, 29B-1-4**, even though the writing was not prepared by, on behalf of, or at the request of, the public body.

Syl. pt. 2, *Shepherdstown Observer, Inc. v. Maghan*, 226 W. Va. 353, 700 S.E.2d 805 (2010).

"A writing in the possession of a public body is a public record required to be disclosed under the Act where the writing relates to the conduct of the public's business and is not specifically exempted from disclosure pursuant to **W. Va. Code, 29B-1-4**. Conversely, a writing in the possession of a public body is not a public record and need not be disclosed under the Act where the writing does not relate to the conduct of the public's business or where the writing is specifically exempt from disclosure pursuant to **W. Va. Code, 29B-1-4**." *Shepherdstown Observer, Inc. v. Maghan*, 226 W. Va. at 359, 700 S.E.2d at 811.

In *Daily Gazette Co., Inc. v. Withrow*, 177 W. Va. 110, 350 S.E.2d 738 (1986) (*superseded by statute on other grounds*), a newspaper sought disclosure of documents from a sheriff's office regarding "confidential" settlements of lawsuits against the sheriff and his deputies. The sheriff declined to produce the documents because they were not in his possession, were not required by law to be maintained in his records, and were not "public records" under the WV-FOIA because they were prepared and retained by his attorneys.

The West Virginia Supreme Court of Appeals held that a **release or other litigation settlement document** in which one of the parties is a public body, involving an act or omission of the public body in its official capacity, is a "public record" within the liberal definition of the WV-FOIA, which includes any information "relating to the conduct of the public's business," whether or not the record is required by law to be maintained. The fact that the document may involve "personal" as well as "official" conduct does not change its public nature. "[T]he burden of proof is upon the public body to show that one (or more) of the express exemptions applies to certain material in the document." *Withrow*, 177 W. Va. at 116, 350 S.E.2d at 744 (citation omitted).

The *Withrow* Court further held that a public record is "retained by a public body" for purposes of the WV-FOIA if it is subject to the control of the public body. Actual possession of an existing document is irrelevant if the record may be produced at the direction of the public body. Although noting that a public body is under no obligation under the WV-FOIA to create a record where none already exists, the Court found a common-law duty to create and maintain, for public inspection and copying, a record of the terms of settlement litigation brought against a public official or his or her employees in their official capacity.

Finally, in *Withrow*, the Court held that a public record does not become private simply because the involved parties agree that a document is to remain confidential. Such an agreement is void to the extent that it conflicts with the State FOIA.

The Court had previously held in a related context that a **confidentiality agreement** between a public body and the supplier of the information may not override the disclosure requirements of the WV-FOIA. *Hechler v. Casey*, 175 W. Va. 434, 333 S.E.2d 799 (1985). In discussing claimed exemptions under the Act, the Court in *Hechler* declined to address the basic question of whether a **list of names and addresses** of security guards furnished to the Secretary of State was a "public record" within the meaning of the WV-FOIA, because that was not an issue before the Court. Therefore, in a different context such a list might not be found to be a "public record."

In *State v. Nelson*, 189 W. Va. 778, 434 S.E.2d 697 (1993), the Supreme Court held that a **criminal history summary** is a public record, and the trial court did not err in giving an instruction to that effect to the jury. The Court said, "the nature of a 'public record' is not based upon public availability . . . but rather it is based upon whether the public body prepares, owns and retains the record." 189 W. Va. at 787, 434 S.E.2d at 706.

County property books, showing assessed valuations of real and personal property, are public documents and as such are available to the public for inspection under FOIA. *State ex rel. Rose v. Fewell*, 170 W. Va. 447, 294 S.E.2d 434 (1982).

A request for access to **municipal traffic court records** under the WV-FOIA was granted by the Court in *Richardson v. Town of Kimball*, 176 W. Va. 24, 340 S.E.2d 582 (1986), pursuant to **W. Va. Code § 51-4-2**, which generally requires that court records and papers be open to public inspection and copying. “Unless a statute provides for confidentiality, court records shall be open to public inspection.” Syl. pt. 2, in part, *Richardson*. See also *State ex rel. Garden State Newspapers v. Hoke*, 205 W. Va. 611, 616, 520 S.E.2d 186, 191 (1999) (“the court records of civil and criminal proceedings are presumptively open”).

The Court in *Richardson* noted that “Rifle court clerk may, of course, provide for **reasonable limitations** as to the hours and methods of viewing and cost of copying, but in no circumstances may these limitations be used so as to prevent a person from access to the records.” 176 W. Va. at 25 n.2, 340 S.E.2d at 583 n.2. Although not specifically addressing the WV-FOIA, this opinion may shed some light on what the Court would find to be reasonable limitations under the Act.

Where a citizen requested the names of taxpayers who owed city **delinquent business and occupation taxes and garbage and sewage bills** and the amounts they owed pursuant to the WV-FOIA, the city was required to provide this material with the names of the taxpayers deleted (redacted); the city did not assert that the process of redacting the records would be unreasonably burdensome or expensive, and a new computer system enabled the city to redact the names of taxpayers carried on its computerized list of taxpayers. *Farley v. Worley*, 215 W. Va. 412, 599 S.E.2d 835 (2004).

“Under the West Virginia Freedom of Information Act, **W. Va. Code, § 29B-1-1 et seq.**, a **referendum petition filed with a public body** is a public record required to be disclosed under the Act.” Syl. pt. 3, *Shepherdstown Observer, Inc. v. Maghan*, 226 W. Va. 353, 700 S.E.2d 805 (2010). The Supreme Court found that “disclosure of a referendum petition under [WV-FOIA] serves a vital function in protecting the integrity of the electoral process and in promoting transparency and accountability in the ‘conduct of the public’s business.’ **W. Va. Code, § 29B-1-2(4)** [1977].” *Id.* at 362-63, 700 S.E.2d at 814-15.

Final decisions and orders reached as a result of adjudicatory assemblages of the West Virginia Human Rights Commission are not protected by an exemption under the WV-FOIA. Accordingly, any such decision and order entered on the record of a convened open meeting and properly recorded in the minutes is a “public record” within the meaning of the WV-FOIA, and is subject to public inspection and review. **Op. Att’y Gen. (July 17, 1986).**

Completed **vouchers for legal fees and expenses** submitted by an attorney to Public Legal Services for reimbursement, and the agency’s audit of those vouchers, are “public records” and thus accessible to the public under the WV-FOIA. **61 Op. Att’y Gen. 112 (April 11, 1986).**

“The [WV-FOIA] **does not require the creation of public records[,]**” Syl. pt. 1, *Affiliated Construction Trades Foundation v. Regional Jail and Correctional Facility Authority*, 200 W. Va. 621, 490 S.E.2d 708 (1997) -- “only the disclosure of non-exempt information from existing records.” *RGIS Inventory Specialists v. Palmer*, 209 W. Va. 152, 159 n.4, 544 S.E.2d 79, 86 n.4 (2001). The fact that a public body has the right to obtain a copy of a writing which was prepared and retained by a private party, but has not exercised that right, does not, standing alone, mean that the writing is a “public record” as defined by the Act. However, once such records are filed with the public body, they would be subject to disclosure under FOIA. As the Court held in *Withrow*, “[t]here is no obligation under the State FOIA to create any particular record, but only to provide access to a public record already created and which is ‘retained’ by the public body in question.” 177 W. Va. at 119 n.9, 350 S.E.2d at 746 n.9 (citation omitted).

LIMITATIONS ON REQUESTS BY INMATES

An inmate may not use the Freedom of Information Act, **W. Va. Code § 29B-1-1 et seq.**, to obtain court records for the purpose of filing a petition for writ of habeas corpus. Instead, an inmate is bound to

follow the procedures set out in the Rules Governing Post-Conviction Habeas Corpus Proceedings in West Virginia for filing a petition for writ of habeas corpus and to obtain documentation in support thereof. Syl. pt. 3, *State ex rel. Wyant v. Brotherton*, 214 W. Va. 434, 589 S.E.2d 812 (2003).

CONSTITUTIONAL RIGHT OF ACCESS

The constitutional right of public access to the courts of the State (*West Virginia Constitution, Article III, Section 17*) was the foundation for the Supreme Court's decision in *Daily Gazette Co., Inc. v. West Virginia Board of Medicine*, 177 W. Va. 316, 352 S.E.2d 66 (1986), in which disclosure of **physician disciplinary proceedings** was at issue. A newspaper's request for information from the Board of Medicine under the WV-FOIA was denied on the basis that reports and records of disciplinary proceedings by the Board were strictly confidential and immune from discovery under the Medical Practice Act (*W. Va. Code § 30-3-1 et seq.*), and thus exempt from disclosure under the WV-FOIA. Although the issue presented to the Court was what constitutes a public record subject to disclosure, its decision was reached on constitutional grounds rather than under the WV-FOIA.

Relying on its previous decision in *Daily Gazette Co., Inc. v. Committee on Legal Ethics of the West Virginia State Bar*, 174 W. Va. 359, 326 S.E.2d 705 (1984) (hereinafter *State Bar*), which held there was a constitutional right of public access to **attorney disciplinary proceedings**, the Court repeated that the right to access extends to all judicial and quasi-judicial proceedings. Drawing a direct comparison with the *State Bar* decision, the Court held that if the Board of Medicine finds probable cause to substantiate disciplinary charges, then all records and proceedings on such charges are open to the public. If probable cause is not found, the public has a right of access to the charges, and the findings of fact and conclusions of law supporting dismissal. However, this public right of access does not extend to peer review information unless those records are brought before the Board of Medicine after probable cause is found. The actual peer review procedure remains subject to the confidentiality provisions contained in the relevant statute. (See discussion under Exemption 5, page 1.)

The Court followed the reasoning of the *Board of Medicine and State Bar cases in Thompson v. W. Va. Board of Osteopathy*, 191 W. Va. 15, 442 S.E.2d 712 (1994), in ordering the Board of Osteopathy to consider and adopt formal findings of fact and conclusions of law in support of its decision to dismiss the petitioners' complaint. The Court reasoned that even though the Board failed to find probable cause to substantiate charges of disciplinary disqualification, the petitioners and the public have a right of access to the **findings of fact and conclusions of law** supporting the dismissal of a complaint.

In a case that dealt with the sealing of circuit court records, the Supreme Court reiterated that the public's right of access to the records of court proceedings is based upon the "open courts" provision in Article III, Section 17 of the West Virginia Constitution, and its interpretations by the Court. However, the Court also noted the express applicability under § 29B-1-2(3) of the FOIA to court documents, and **Rule 10.04 of the Trial Court Rules**, permitting access to **court files and records** that constitute "public records" under FOIA. *State ex rel. Brooks v. Zakaib*, 214 W. Va. 253, 265, 588 S.E.2d 418, 430 (2003).

CIVIL DISCOVERY

Generally speaking, the exemptions found in the WV-FOIA do not govern civil discovery matters. *Rollins ex rel. Rollins v. Barlow*, 188 F. Supp. 2d 660 (S.D. W. Va. 2002). Matters exempt from disclosure under FOIA may still be required to be produced during the course of litigation.

In *Maclay v. Jones*, 208 W. Va. 569, 542 S.E.2d 83 (2000), the Supreme Court dealt with a civil discovery request for a State Police officer's **personnel records**. In response to a certified question, the Court found that the "personal information" exemption found in *W. Va. Code § 29B-1-4(a)(2)* did not prohibit

the compelled production of such records during civil litigation. The Court in *Maclay* also dealt with a civil discovery request for records of a West Virginia State Police **internal affairs investigation**, otherwise exempt under **W. Va. Code § 29B-1-4(a)(4)**. The Supreme Court held that “the provisions of this state’s FOIA, which address confidentiality as to the public generally, were not intended to shield law enforcement investigatory materials from a legitimate discovery request when such information is otherwise subject to discovery in the course of civil proceedings.” *Maclay*, 208 W. Va. at 575, 542 S.E.2d at 89. The Court imposed a balancing test for ordering discovery in such cases, which weighs the requesting party’s need for the material against the public interest in maintaining the confidentiality of such information.

Thus, records which are exempt from disclosure to the general public under the WV-FOIA may be discoverable by a party who is in litigation against a public agency.

EXEMPTIONS UNDER THE WV-FOIA

Even if an entity is a public body and the document in question is a public record under the WV-FOIA, all or part of the information requested may be exempt from disclosure under one of the 19 categories of exemption found in **W. Va. Code § 29B-1-4(a)**. The West Virginia Supreme Court of Appeals has repeatedly stressed that the legislative intent of the WV-FOIA is that of disclosure and not exemption. “The disclosure provisions of [the WV-FOIA] are to be liberally construed, and the exemptions to such Act are to be strictly construed. **W. Va. Code § 29B-1-1** [1977].” Syl. pt. 4, *Hechler v. Casey*, 175 W. Va. 434, 333 S.E.2d 799 (1985); see also, Syl. pt. 4, *In re Charleston Gazette FOIA Request*, 222 W. Va. 771, 671 S.E.2d 776 (2008); Syl. pt. 4, *Farley v. Worley*, 215 W. Va. 412, 599 S.E.2d 835 (2004); Syl. pt. 3, *Town of Burnsville v. Cline*, 188 W. Va. 510, 425 S.E.2d 186 (1992); Syl. pt. 1, *Daily Gazette Co., Inc. v. Caryl*, 181 W. Va. 42, 380 S.E.2d 209 (1989). In order to resist disclosure, a public body has the burden of showing that one or more of the exemptions of the WV-FOIA expressly applies to the material being requested. See Syl. pt. 2, *Daily Gazette Co., Inc. v. West Virginia Development Office*, 198 W. Va. 563, 482 S.E.2d 180 (1996); Syl. pt. 7, *Queen v. West Virginia University Hospitals, Inc.*, 179 W. Va. 95, 365 S.E.2d 375 (1987); *Daily Gazette Co., Inc. v. Withrow*, 177 W. Va. 110, 116, 350 S.E.2d 738, 744 (1986).

When a public body asserts that certain documents or portions of documents in its possession are exempt from disclosure under any of the exemptions contained in **W. Va. Code § 29B-1-4** (2002 Repl.Vol.) (2003 Supp.), the public body must produce a *Vaughn* index named for *Vaughn v. Rosen*, 484 F.2d 820 (D.C.Cir.1973), cert. denied, 415 U.S. 977, 94 S.Ct. 1564, 39 L.Ed.2d 873 (1974). The *Vaughn* index must provide a relatively detailed justification as to why each document is exempt, specifically identifying the reason(s) why an exemption under **W. Va. Code § 29B-1-4** is relevant and correlating the claimed exemption with the particular part of the withheld document to which the claimed exemption applies. The *Vaughn* index need not be so detailed that it compromises the privilege claimed. The public body must also submit an affidavit, indicating why disclosure of the documents would be harmful and why such documents should be exempt. Syllabus point 3 of *Daily Gazette Co., Inc. v. West Virginia Development Office*, 198 W. Va. 563, 482 S.E.2d 180 (1996), is hereby expressly modified.

Syl. pt. 6, *Farley v. Worley*, 215 W. Va. 412, 599 S.E.2d 835 (2004).

The Supreme Court in *Farley* also made clear that an agency is not required to provide a “search certificate” or *Vaughn* index on an initial request for documents under the WV-FOIA. The *Vaughn* index is implicated by FOIA litigation, not simply by the denial of a FOIA request at the administrative level.

One should normally presume that a request for information under the WV-FOIA is a request for all or any, not for all or none, of the information described. An entire document is not exempt from the requirements of the WV-FOIA merely because an isolated portion need not be disclosed. If the exempt portion(s) of a document can be segregated or removed (redacted), the remainder of the document

must be disclosed. A public body cannot simply state in a conclusory or cursory manner that redaction would be unreasonably burdensome or costly. However, if the agency can show with reasonable specificity why material could not be segregated, it meets its burden under WV-FOIA.

In response to a proper Freedom of Information Act request, a public body has a duty to redact or segregate exempt from non-exempt information contained within the public record(s) responsive to the FOIA request and to disclose the nonexempt information unless such segregation or redaction would impose upon the public body an unreasonably high burden or expense. If the public body refuses to provide redacted or segregated copies because the process of redacting or segregating would impose an unreasonably high burden or expense, the public body must provide the requesting party a written response that is sufficiently detailed to justify refusal to honor the FOIA request on these grounds. Such written response, however, need not be so detailed that the justification would compromise the secret nature of the exempt information.

Syl. pt. 5, *Farley v. Worley*, 215 W.Va. 412, 599 S.E.2d 835 (2004).

EXEMPTIONS UNDER THE WV-FOIA

Cases involving five of the nineteen exemption classifications have been reviewed by the West Virginia Supreme Court of Appeals in some fashion. The Court has recognized that the exemptions in the WV-FOIA are similar to those in the federal Freedom of Information Act, **5 U.S.C. § 552**, and other state acts. *Daily Gazette Co., Inc. v. West Virginia Development Office*, *supra*; *Sattler v. Holliday*, 173 W. Va. 471, 318 S.E.2d 50 (1984). Accordingly, where the Court has not addressed an exemption of the WV-FOIA, reference should be made to similar provisions of the federal FOIA.

Although the State Supreme Court has relied on these other sources in arriving at decisions involving the WV-FOIA, when the same language is not found in the federal or other state FOIA, the Court's analysis will be guided by the words and purpose of the WV-FOIA statute and the factual circumstances of the case. See *Queen v. West Virginia University Hospitals, Inc.*, *supra*. Rulings by the West Virginia Supreme Court under the WV-FOIA's exemption categories are discussed below.

EXEMPTION NO. 1: TRADE SECRETS

This exemption was first raised in *Queen v. West Virginia University Hospitals, Inc.*, 179 W. Va. 95, 365 S.E.2d 375 (1987), wherein the Attorney General sought release of a **contract** which the hospital claimed was exempt from disclosure as a "trade secret" under **W. Va. Code § 29B-1-4(a)(1)**. However, the hospital merely asserted in conclusory fashion that its contract met the requirements of the exemption, and that it should be allowed to maintain "business confidentiality." Noting that WV-FOIA exemptions are strictly construed, and that the party claiming the exemption has the burden of showing its express applicability, the Supreme Court held that the hospital's assertions did not meet this burden.

The Court discussed the trade secrets exemption in *AT&T Communications of West Virginia, Inc. v. Public Service Commission of West Virginia*, 188 W. Va. 250, 423 S.E.2d 859 (1992). In that case, AT&T Communications sought a protective order from the Public Service Commission to prevent access by competitors to all information in its **annual reports** required by the PSC. The Court found this request too broad. Noting that the PSC is an administrative agency with the responsibility under the WV-FOIA to disclose information to the public, the Court held, in Syllabus point 2: "In order to obtain a protective order from the Public Service Commission to prevent the disclosure of annual report information, a utility must make a credible showing that the information is a 'trade secret' as described in **W. Va. Code § 29B-1-4(1)**."

Depending upon the circumstances of the case, some direction regarding the trade secrets exemption may be available through comparison with the privacy interest arising under Exemption No. 2 of the WV-FOIA. Additionally, under certain circumstances the person or corporation supplying trade secret information to a public body may seek to enjoin disclosure of the information under the State's Uniform Trade Secrets Act, **W. Va. Code § 47-22-1 et seq.** [1986].

The WV-FOIA trade secrets exemption is far more descriptive than that contained in the federal statute, **5 U.S.C. § 552(b)(4)**, which exempts "trade secrets and commercial or financial information obtained from a person and privileged or confidential."

EXEMPTION NO. 2: INFORMATION OF A PERSONAL NATURE

This exemption, found in **W. Va. Code § 29B-1-4(a)(2)**, bars release of information that constitutes an unreasonable invasion of privacy, unless it is shown by clear and convincing evidence that the public interest under the circumstances requires disclosure. The purpose of this exemption is to protect individuals from the injury and embarrassment that can result from the unnecessary disclosure of personal information. The individual's right of privacy must be weighed against the public's right to know. **Hechler v. Casey**, 175 W. Va. 434, 333 S.E.2d 799 (1985).

Not all personal information is private, however. In **Hechler v. Casey**, the West Virginia Supreme Court held that an individual's **name and residential address** are public in nature and therefore not normally exempt from disclosure under this provision as "personal" information. The Court refused to block the release of a list of names and addresses of security guards furnished to the Secretary of State pursuant to his licensing and regulation of their employer. Although general concerns were expressed about the safety of the individuals involved, the Court found the risk of harm from such disclosure to be speculative. Because no one contended otherwise, the Court declined to address the question of whether or not the list was a "public record" within the meaning of the Act.

In **Child Protection Group v. Cline**, 177 W. Va. 29, 350 S.E.2d 541 (1986), a group of concerned parents sought release by the county school board of the **medical and psychiatric records** of their children's school bus driver, pursuant to the WV-FOIA. The West Virginia Supreme Court adopted a five-factor test to be used in deciding whether public disclosure of private information would constitute an unreasonable invasion of privacy. Those five factors and the Court's discussion include:

- (1) Whether disclosure would result in a substantial invasion of privacy and, if so, how serious.

There must first be a substantial invasion into private information, as distinct from non-intimate or public information which may be disclosed. The seriousness of the invasion of privacy is then determined by evaluating the extent to which the release of the information would cause embarrassment or harm to an ordinary man similarly situated in time and place to the person involved. *Id.* at 32, 350 S.E.2d at 543-44.

- (2) The extent or value of the public interest, and the purpose or object of the individuals seeking disclosure.

The value of the public interest may be monetary, or it may involve the public's legal rights or liabilities. However, curiosity alone is not enough to overcome an individual's right to privacy. In evaluating the purpose for the request, a comparison should be made between how useful disclosure of the information would be to the public versus the potential for misuse of the information. *Id.* at 33, 350 S.E.2d at 544.

- (3) Whether the information is available from other sources.

If the information is readily obtainable from public books or records, there is no reason to withhold it. However, if there is a less intrusive format or method by which the information may be obtained, then the courts should force the use of the least intrusive means to disclose the information. If there is no other way to obtain the necessary information, it should be disclosed. *Id.*; see also **Robinson v. Merritt**, 180 W. Va. 26, 375 S.E.2d 204 (1988), discussed below.

(4) Whether the information was given with an expectation of confidentiality.

Government should protect private secrets given with a legitimate expectation of confidentiality, unless there is some “overridingly important” reason to release them.

Consideration should be given to how release of the information will interfere with an agency’s ability to carry out its duties, since people may become reluctant to voluntarily supply personal information that may be subject to disclosure. **Cline**, 177 W. Va. at 33, 350 S.E.2d at 544-45.

(5) Whether it is possible to mould relief so as to limit the invasion of individual privacy.

The Supreme Court encourages trial courts to limit the invasion of privacy when possible, such as by the deletion of personal data from documents to be released, noting that complete disclosure is not always necessary. In this case, deletion of the private material was not possible, so the Court limited disclosure to the parents’ group requesting the records and not to the public at large. **Cline**, 177 W. Va. at 33, 350 S.E.2d at 545.

The plaintiff in **Robinson v. Merritt**, 180 W. Va. 26, 375 S.E.2d 204 (1988), sought copies of the entire **microfiche claim records** of the West Virginia Workers’ Compensation Fund, containing not only names and addresses for millions of claimants, but also medical information including psychiatric diagnoses and treatment. As an attorney representing injured workers, he received copies of all claim information for his own clients, and was permitted to review, but not copy, the microfiche in question. The West Virginia Supreme Court of Appeals found that the least intrusive method of providing the necessary information was already in use, and denied his request: “Where an individual fails to present, by clear and convincing evidence, a legitimate reason sufficient to overcome the exemption from disclosure found in **W. Va. Code § 29B-1-4(2)** (1986), and where an adequate source of information is already available, the records will not be released.” Syl. pt. 3, **Robinson**.

The Supreme Court in **Manns v. City of Charleston Police Dept.**, 209 W. Va. 620, 550 S.E.2d 598 (2001), addressed **personnel records** in the context of FOIA. The Court held that records of **police department internal investigations** contained “personal information” exempt from disclosure under § 29B-1-4(a)(2), unless the public interest in disclosure outweighed the privacy interests of the police officers involved. Applying the five factors set forth in **Cline** to the records at issue, the Court found that the public interest did not require disclosure of the requested information. **Manns**, 209 W. Va. at 626, 550 S.E.2d at 604.

In a case involving activity logs and payroll time sheets of city police officers who were accused of double dipping, the West Virginia Supreme Court held that **payroll records of public employees** were public records not exempt from disclosure under WV-FOIA. **In re Charleston Gazette FOIA Request**, 222 W. Va. 771, 671 S.E.2d 776 (2008). Applying the five factors set forth in **Cline** and restated in **Manns**, the Court concluded that the time sheets were public records not exempt from disclosure. 222 W. Va. at 783, 671 S.E.2d at 788. In footnote 4 of that opinion, the Court noted:

We also acknowledge that public documents relating to such matters as names of public employees, their designation, an employee number, payroll records, time sheets, salary amounts, attendance records, numerical data dealing with a public employee’s vacation or sick leave records, retirement service credit, and statutorily withheld federal, state and city taxes,

are clearly public records and subject to disclosure. Moreover, without delineating the precise scope of the right to privacy afforded by West Virginia's FOIA, we can state with confidence that disclosure of such records would not "constitute an unreasonable invasion of privacy." See **W. Va. Code § 29B-1-4(a)(2)**. They simply are not the kind of private facts that the Legislature intended to exempt from mandatory disclosure.

222 W. Va. at 783 n.4, 671 S.E.2d at 788 n.4 (in part).

Application of the privacy exemption to information related to complaints of misconduct against a state police officer will also turn on whether the complaints have been subject to a completed investigation. In *Charleston Gazette v. Smithers*, 232 W.Va. 449, 752 S.E.2d 603 (2013), the plaintiff appealed the Kanawha County Circuit Court's application of the privacy exemption to deny their WV-FOIA request for what the Supreme Court described as "the disclosure of **public records or documents from the State Police concerning its internal review of complaints made against State Police officers.**" 232 W.Va. at 456, 752 S.E.2d at 610. The Supreme Court reviewed the facts presented in light of its decision in *Manns*, and found that "the decision has limited application to the case at bar," and applied the 5 factor test set forth in *Cline. Id.*, 232 W.Va. at 464, 752 S.E.2d at 619. In reversing the Circuit Court's ruling, the Supreme Court held:

Conduct by a state police officer while the officer is on the job in his or her official capacity as a law enforcement officer and performing such duties, including but not limited to, patrolling, conducting arrests and searches, and investigating crimes does not fall within the West Virginia Freedom of Information Act invasion of privacy exemption set forth in West Virginia Code § 29B-1-4(a)(2)(2012).

Syl. pt. 8, *Smithers*.

The Supreme Court's further clarified its holding, stating:

....information from the West Virginia State Police regarding an internal investigation or inquiry stemming from either an external or internal complaint of misconduct by a state police officer in connection with the officer's official capacity as a law enforcement officer, such information is subject to release to the public only after completion of the investigation or inquiry and a determination made as to whether disciplinary action is authorized by the Superintendent as set forth in the West Virginia Code of State Rules § 81-10-8.13 (2008). After . . . the public has the right to access the complaint, all documents in the case file, and the disposition, with the names of the complainants or any other identifying information redacted in accordance with the confidentiality requirements West Virginia Code of State Rules § 81-10-1 -11 (2008).

Id., 232 W.Va. at 470, 752 S.E.2d at 624.

A former state university faculty member filed suit against the university seeking **student, peer, and chair evaluations of faculty members** under the WV-FOIA, in connection with his underlying action against the university. The Supreme Court held that the personal information exemption applied to the plaintiff's request for faculty job performance evaluations, and that he was only entitled to receive them in a redacted form. *Smith v. Bradley*, 223 W. Va. 286, 291-92, 673 S.E.2d 500, 505-06 (2007).

The West Virginia Supreme Court has also noted that under this exemption, the State and federal laws differ in one important respect: the WV-FOIA favors non-disclosure of personal information unless the public interest clearly requires it, while the federal FOIA favors disclosure unless it would constitute a clearly unwarranted invasion of personal privacy. See *Hechler v. Casey* discussed above. Federal courts

also apply a “balancing test” under **5 U.S.C. § 552(b)(6)**, which turns on whether the privacy interest in nondisclosure of the documents outweighs the public interest in their release.

EXEMPTION NO. 3: TEST INFORMATION

Test questions, scoring keys and other examination data used to administer licensing, employment and academic examinations are within this exemption category of the WV-FOIA, found in **W. Va. Code § 29B-1-4(a)(3)**. The West Virginia Supreme Court of Appeals has not reviewed a case invoking this exemption, and there is no comparable federal FOIA exemption provision.

EXEMPTION NO. 4: LAW-ENFORCEMENT RECORDS

The law-enforcement records which are subject to this WV-FOIA exemption are those dealing with the detection and investigation of crime, and internal records and notations maintained for internal use in matters relating to law enforcement. The primary purpose of this exemption, found in **W. Va. Code § 29B-1-4(a)(4)**, is to prevent premature disclosure of investigatory materials which might be used in a law-enforcement action. *Hechler v. Casey*, 175 W. Va. 434, 333 S.E.2d 799 (1985).

In *Sattler v. Holliday*, 173 W. Va. 471, 318 S.E.2d 50 (1984) the Supreme Court noted that although the WV-FOIA appeared to create a blanket exemption for law-enforcement records, “a good argument could be made that material should only be exempt if it protects an interest that weighs more greatly than the public’s right to know.” *Id.* at 473, 318 S.E.2d 52. The Court’s subsequent decision in *Hechler* relied on this language and limited the extent to which law-enforcement records may be held exempt.

In *Hechler v. Casey*, the Supreme Court held that a list of **names and addresses** of security guards, furnished to the Secretary of State’s Office as part of the licensing and regulation of their employer, was not exempt from disclosure under this provision. Internal matters relating to law enforcement are confined to confidential investigative techniques and procedures. Records generated pursuant to routine administration or oversight do not fall within this exemption, which is limited to information compiled as part of an inquiry into specific suspected violations of the law. Having concluded that the list in question was not a “law-enforcement record,” the Court found it unnecessary in *Hechler* to decide whether this exemption applies to civil enforcement proceedings of administrative agencies. Although the federal FOIA exemption includes the enforcement of both civil and criminal laws, it is not clear whether this exemption to the WV-FOIA includes proceedings of regulatory agencies (like the Secretary of State’s Office) who only invoke civil sanctions.

In *State v. Nelson*, 189 W. Va. 778, 434 S.E.2d 697 (1993), the Supreme Court reasoned that if a **criminal history summary** were not a “public record” within the meaning of the WV-FOIA, there would be no need for the exemption for law-enforcement records. The Court did not address whether a criminal history summary would fall within this exemption, because that was not an issue in the case.

Police incident reports are “public records” as defined by the WV-FOIA, and fall within the statutory exemption for law enforcement records. *Ogden Newspapers, Inc. v. City of Williamstown*, 192 W. Va. 648, 453 S.E.2d 631 (1994). Even so, there is a separate Constitutional right of access to some police information, and a law enforcement record may still be disclosed under FOIA if society’s interest in seeing the document outweighs the government’s interest in keeping it confidential. The Court held in Syllabus Point 1 of *Ogden Newspapers*: “To the extent that information in an incident report dealing with the detection and investigation of crime will not compromise an ongoing law enforcement investigation, we hold that there is a public right of access under the West Virginia Freedom of Information Act.” This right of access extends to incident reports involving juveniles, but only if “any information that could reasonably lead to the discovery of their identities” is redacted from the report in order to preserve the confidentiality of juvenile records. 192 W. Va. at 655, 453 S.E.2d at 638.

The Supreme Court in *Manns v. City of Charleston Police Dept.*, 209 W. Va. 620, 550 S.E.2d 598 (2001), also noted that some of the records sought of **police department internal investigations** would be exempt from disclosure under **W. Va. Code § 29B-1-4(a)(4)** as law-enforcement investigatory records. However, the Court did not address this exemption because it had already held the records to be “personal information” exempt from disclosure under **W. Va. Code § 29B-1-4(a)(2)**.

Discussing the **police department time sheets and payroll records** at issue in *In re Charleston Gazette FOIA Request*, 222 W. Va. 771, 671 S.E.2d 776 (2008), the Supreme Court noted:

Likewise, these ministerial and plainly public documents could not be considered, “[r]ecords of law-enforcement agencies that deal with the detection and investigation of crime and the internal records and notations of such law-enforcement agencies which are maintained for internal use in matters relating to law enforcement” as prescribed by **W. Va. Code § 29B-1-4(a)(4)**. Furthermore, even if some of the aforementioned records were being used as a part of an internal criminal investigation, they would still be subject to disclosure under our FOIA. See Syllabus Point 11 of *Hechler v. Casey*, 175 W. Va. 434, 333 S.E.2d 799 (1985) (holding that investigatory records portion of FOIA does not include “information generated pursuant to routine administration or oversight, but is limited to information compiled as part of an inquiry into specific suspected violations of the law”).

222 W. Va. at 783 n.4, 671 S.E.2d at 788 n.4 (in part).

A **prosecuting attorney’s office** is a “law-enforcement agency” within the meaning of the Act, and thus its records are exempt from disclosure. Information discovered in a Public Legal Services audit pertaining to possible violations of the law by an attorney, which is turned over to prosecuting authorities, is exempt under the WV-FOIA from access by the public and media. However, should the authorities decide not to prosecute the attorney in question, the information would then revert back to its original status with Public Legal Services and would no longer be exempt from disclosure. 61 *Op. Att’y Gen.* 112 (April 11, 1986).

While the federal FOIA law-enforcement record exemption is narrower than the West Virginia exemption, the *Hechler* decision discussed above relied on cases interpreting the federal FOIA to define which law-enforcement records are subject to this exemption under the West Virginia statute. Accordingly, the federal FOIA may be persuasive authority for further clarification of the WV-FOIA exemption. The federal FOIA lists six reasons why law-enforcement records may be exempted from disclosure, but requires disclosure in all other circumstances. Under **5 U.S.C. § 552(b)(7)**, such records may be withheld if their production could reasonably be expected to (1) interfere with enforcement proceedings; (2) deprive a person of a right to a fair trial or an impartial adjudication; (3) constitute an unwarranted invasion of personal privacy; (4) disclose the identity of a confidential source or information furnished by a confidential source; (5) disclose techniques, procedures or guidelines for law-enforcement investigations or prosecutions; or (6) endanger the life or physical safety of any individual.

EXEMPTION NO. 5: INFORMATION SPECIFICALLY EXEMPTED BY STATUTE

This exemption, found in **W. Va. Code § 29B-1-4(a)(5)**, covers records which the Legislature has declared confidential and therefore exempt from disclosure by a statute other than the WV-FOIA.

In some instances, a statute specifically exempts certain records from disclosure under the WV-FOIA, even though they otherwise might be considered public records of a public body. See, e.g., **W. Va. Code § 4-5-5** [1986] (records of Commission on Special Investigations); **W. Va. Code § 29-22-9(b)(14)** [1994] (lottery security procedures); **W. Va. Code § 36-8-25** [1997] (records of abandoned property). Other statutes may restrict disclosure or require confidentiality of certain records without reference to the WV-FOIA. See, e.g., **W. Va. Code § 11-10-5d(a)** [2007] (tax information); **W. Va. Code § 27-3-1** [2008]

(mental health records).

For example, **W. Va. Code § 5A-8-21** limits the release of personal information maintained by the State relating to its officers, employees, retirees or their dependents. The statute provides that an employee's home address, social security number, credit or debit card numbers, driver's license number, and marital status or maiden name are "deemed to be confidential and exempt from disclosure to non-governmental entities in documents otherwise subject to disclosure under the [FOIA]." With respect to information maintained by executive branch agencies on citizens generally, **W. Va. Code § 5A-8-22** prohibits the release of an individual's social security number, or credit or debit card number, to non-governmental entities unless otherwise authorized by law or legislative rule.

Including the privacy provisions set forth above, the Legislature has enacted 81 separate statutes exempting from FOIA disclosure everything from 911 criminal calls (**W. Va. Code § 24-6-13**), to criminal history checks on school personnel (**W. Va. Code § 18A-3-10**). Another 23 statutes expressly apply the FOIA to particular agencies or records. A list of these statutes is attached as an Appendix for your reference.

In addition to these specific exemptions, confidentiality provisions in many other statutes may prevent the release of information under the WV-FOIA even where there is no express exemption from the applicability of the statute.

The West Virginia Supreme Court has only addressed such exemptions in three contexts: (1) health care peer review organizations, (2) tax returns, and (3) unclaimed property. These statutes and their legislative intent were examined by the Court in each of the following cases to determine whether the records fell within this statutory exemption to the FOIA.

As previously discussed, the Court held in *Daily Gazette Co., Inc. v. West Virginia Board of Medicine*, 177 W. Va. 316, 352 S.E.2d 66 (1986), that records of **Health Care Peer Review Organizations**, privileged and confidential under **W. Va. Code § 30-3C-3** [1980], were not disciplinary in nature and therefore not subject to disclosure under the WV-FOIA. To further the overall purpose of improving the quality of health care, confidentiality of peer review records and proceedings of peer review bodies were deemed necessary to ensure the effectiveness of professional self-evaluation, and foster physicians' participation in candid evaluation.

Disclosure of **tax compromise or settlement records** was at issue in *Daily Gazette Co., Inc. v. Caryl*, 181 W. Va. 42, 380 S.E.2d 209 (1989). The Supreme Court held these documents were exempt from disclosure. The Court reasoned that the preservation of taxpayer confidentiality in a required report to the Legislature regarding tax compromises, in effect grants exemption from disclosure of tax compromise records. The Court found that the general confidentiality provisions regarding tax returns and return information found in **W. Va. Code § 11-10-5d**, coupled with the preservation of taxpayer confidentiality in **W. Va. Code § 11-10-5q(e)**, clearly showed legislative intent to protect a taxpayer's right to privacy. The decision in *Daily Gazette Co., Inc. v. Caryl* is significant in that it shows a willingness of the Court to examine an entire statute, and not simply a particular section, in order to make a determination of legislative intent regarding confidentiality of records. In a companion case, *State ex rel. Caryl v. McQueen*, 182 W. Va. 50, 385 S.E.2d 646 (1989), the Court held that this confidentiality requirement also prohibited the Attorney General from releasing tax compromise information in his files.

In *Town of Burnsville v. Cline*, 188 W. Va. 510, 515, 425 S.E.2d 186, 191 (1992), a **B & O** taxpayer in litigation with the town sought to inspect the returns of other taxpayers, in order to prove that the town was selectively enforcing the tax. The Supreme Court held that under **W. Va. Code § 11-10-5d(a)**, the Legislature made clear it intended for the contents of all tax returns, including **B & O tax returns**, to remain confidential. However, the Court held that these confidentiality requirements

would not be violated by permitting the plaintiff to review the roll of B & O taxpayers, without disclosing the actual contents of the tax returns. Such a list “need only contain the names of the persons or entities being taxed: the amount of tax paid is both private and irrelevant.” 188 W. Va. at 515, 425 S.E.2d at 191.

In *Keegan v. Bailey*, 191 W. Va. 145, 443 S.E.2d 826 (1994), the plaintiff sought records of **uncashed checks (stale dated warrants)** issued by the State during the past six years. The State Treasurer contended that the records of the stale dated warrants were abandoned property as defined by the Unclaimed Property Act, and therefore exempt from disclosure under the WV-FOIA. The Supreme Court recognized that abandoned property is exempt from FOIA under the Unclaimed Property Act [now **W. Va. Code § 36-8-25**]. However, noting that the statute at that time required that such property remain unclaimed for a period of seven years, the Court held that the warrants issued within the past six years were not yet abandoned property within the meaning of the statute, and were thus subject to disclosure under FOIA. Following this decision, the Unclaimed Property Act was amended to provide that all warrants for payment issued by the State of West Virginia are presumed abandoned if not presented for payment within six months of issuance. See **W. Va. Code § 36-8-2(a)(15)** [1997]. In addition, stale dated checks drawn on the State Treasury are now expressly exempted from FOIA by **W. Va. Code § 12-3-1(d)** [2004].

The comparable federal FOIA exemption is **5 U.S.C. § 552(b)(3)**, which applies only if the statute exempting the information from disclosure either leaves no discretion on the issue, or establishes particular criteria for withholding information.

EXEMPTION NO. 6: ARCHIVES, HISTORIC DOCUMENTS AND MANUSCRIPTS

The records under this exemption, found in **W. Va. Code § 29B-1-4(a)(6)**, have not been the subject of a case review by the State Supreme Court. These records concern the location of undeveloped historic, prehistoric archaeological, paleontological and battlefield sites, or gifts to a public body with donor restrictions. There is no comparable provision under the federal FOIA. The language of the exemption suggests that its purpose is to encourage the donation and preservation of these records.

EXEMPTION NO. 7: RECORDS PERTAINING TO FINANCIAL INSTITUTIONS

This exemption covers information about examination, operating or condition reports prepared by or for agencies which regulate or supervise financial institutions, except those reports which by law must be published in newspapers. Although this exemption has not been examined by the West Virginia Supreme Court of Appeals, the federal FOIA exemption, **5 U.S.C. § 552(b)(8)**, contains the same language as **W. Va. Code § 29B-1-4(a)(7)**. The cases in which the federal exemption has been analyzed may give some direction regarding the application of the exemption under the State Act.

EXEMPTION NO. 8: INTERNAL MEMORANDA OR LETTERS

This exemption covers internal memoranda or letters received or prepared by a public body. The first case in which the State Supreme Court addressed **W. Va. Code § 29B-1-4(a)(8)** was *Veltri v. Charleston Urban Renewal Authority*, 178 W. Va. 669, 363 S.E.2d 746 (1988), which involved a **tape recording of a meeting** of the Charleston Urban Renewal Authority. The Court found that the internal memorandum exemption was not intended to cover verbatim recordings of open, public meetings of this type, and held that such a recording does not constitute an “internal memorandum” exempt from disclosure under the Act.

The landmark decision regarding the internal memoranda exemption is *Daily Gazette Co., Inc. v. West Virginia Development Office*, 198 W. Va. 563, 482 S.E.2d 180 (1996) (“*Gazette I*”). In that case, the Charleston Gazette sought to obtain copies of documents regarding a proposed pulp mill in

Mason County from the West Virginia Development Office. The Development Office withheld certain documents on the grounds that they were “internal memoranda or letters received or prepared by a public body,” and thus exempt from disclosure under **W. Va. Code § 29B-1-4(a)(8)**. The circuit court had granted only partial release of the requested records, and permitted redaction of portions of others. In remanding the case with directions for further proceedings, the Supreme Court adopted the **executive “deliberative process” privilege** recognized by federal courts under **5 U.S.C. § 552(b)(5)**.

The federal FOIA, **5 U.S.C. § 552(b)(5)**, exempts “inter-agency or intra-agency memorandums or letters which would not be available by law to a party . . . in litigation with the agency.” Under this exemption, an internal agency communication is subject to disclosure if the document is a final decision or the basis of a final decision. Another distinction federal courts have made involves the contents of the communication. If the requested documents contain factual information, the courts have found them to be subject to disclosure. If the documents contain opinions, recommendations, or other pre-decisional, deliberative information, they are exempt under the federal Act.

The West Virginia Supreme Court followed this rationale in **Gazette 1**, holding, in Syllabus Point 4:

W. Va. Code § 29B-1-4(8) [1977], which exempts from disclosure “internal memoranda or letters received or prepared by any public body” specifically exempts from disclosure only those written internal government communications consisting of advice, opinions and recommendations which reflect a public body’s deliberative, decision-making process; written advice, opinions and recommendations from one public body to another; and written advice, opinions and recommendations to a public body from outside consultants or experts obtained during the public body’s deliberative, decision-making process. **W. Va. Code § 29B-1-4(8)** [1977] does not exempt from disclosure written communications between a public body and private persons or entities where such communications do not consist of advice, opinions or recommendations to the public body from outside consultants or experts obtained during the public body’s deliberative, decision-making process.

The Court also noted that under both State and federal law the agency must specifically assert the deliberative process privilege for every document it seeks to protect.

Following the **Gazette I** decision, the Development Office statute was amended to provide that “[a]ny documentary material, data or other writing made or received by [an economic development agency], for the purpose of furnishing assistance to a new or existing business shall be exempt” from the provisions of the WV-FOIA. See **W. Va. Code § 5B-2-1** [1997]. Any agreement that obligates public funds is still subject to disclosure once it is “entered into, signed or otherwise made public.” *Id.*

The Supreme Court in **Manns v. City of Charleston Police Dept.**, 209 W. Va. 620, 550 S.E.2d 598 (2001), also noted that some of the records sought of **police department internal investigations** would be exempt from disclosure under **W. Va. Code § 29B-1-4(a)(8)** as internal memoranda. However, the Court did not address this exemption because it had already held the records to be “personal information” exempt from disclosure under **W. Va. Code § 29B-1-4(a)(2)**.

The recorded **predecisional discussion and deliberation** of the West Virginia Human Rights Commission in adjudicating matters, whether characterized as “minutes” or otherwise, are exempt from public disclosure under the internal memoranda exemption of the Act. **Op. Att’y Gen. (July 17, 1986)**.

EXEMPTION NOS. 9-19: SECURITY, UTILITIES AND CORRECTIONS

In 2003, the Legislature added eight new exemptions to the FOIA, all dealing with “homeland security” issues (see text of statute at pages 6-8). In 2007, two more exemptions were added for public utility plants and equipment, and proprietary information of telecommunications customers and equipment manufacturers. In 2009, the Legislature added an exemption for records of corrections and jail facilities, and amended that exemption in 2011 to include records of juvenile detention facilities

EXEMPTION NO. 20: CONCEALED WEAPON LICENSE APPLICATIONS

In 2015, the Legislature created an exemption in 29B-1-4(a)(20) that covers information related to an application for a concealed weapon permit. Limited exceptions apply to information, that in the aggregate, do not identify “any permit holder,” and to information requested by law enforcement for law enforcement purposes. The Legislature also amended **W. Va. Code § 61-7-4 (q)**, declaring the information contained in a concealed weapon permit to be confidential, and imposes a criminal penalty for the unauthorized disclosure of said information.

EXEMPTION NO. 21: PERSONAL INFORMATION OF LAW-ENFORCEMENT OFFICERS

Personal Information of Law-Enforcement Officers maintained by the public body in the ordinary course of the employer-employee relationship. As used in this paragraph, “personal information” means a law-enforcement officer’s Social Security number, health information, home address, personal address, personal telephone numbers, and personal email addresses and those of his or her spouse, parents, and children as well as the names of the law-enforcement officer’s spouse, parents, and children;

EXEMPTION NO. 22: LOTTERY WINNERS

Information provided by a person when he or she elects to remain anonymous after winning a draw game prize, pursuant to **§29-22-15a** of this code; and

EXEMPTION NO. 23: INDIVIDUALLY IDENTIFIABLE CUSTOMER INFORMATION

Individually identifiable customer information created or maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a publicly-administered utility enterprise, including, but not limited to, customer names, addresses, and billing and usage records. Nothing contained herein is intended to limit public disclosure by a city or county of billing information:

(A) That the city or county determines will be useful or necessary to assist bond counsel, bond underwriters, underwriters’ counsel, rating agencies or investors or potential investors in making informed decisions regarding bonds or other obligations incurred or to be incurred with respect to the publicly-administered utility enterprise;

(B) That is necessary to assist the city, county, state, or public enterprise to maintain the integrity and quality of services it provides; or

(C) That is necessary to assist law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers in the performance of their duties.

(b) As used in subdivisions (9) through (16), inclusive, subsection (a) of this section, the term “terrorist act” means an act that is likely to result in serious bodily injury or damage to property or the environment and is intended to:

- (1) Intimidate or coerce the civilian population;
- (2) Influence the policy of a branch or level of government by intimidation or coercion;
- (3) Affect the conduct of a branch or level of government by intimidation or coercion; or
- (4) Retaliate against a branch or level of government for a policy or conduct of the government.

ATTORNEY WORK PRODUCT

Although not specifically exempted under the WV-FOIA, documents prepared by an attorney in representing a client public agency or officer may be **privileged and confidential** as attorney work-product, and therefore exempt from disclosure. In *Daily Gazette Co., Inc. v. Withrow*, 177 W. Va. 110, 350 S.E.2d 738 (1986), the West Virginia Supreme Court noted that preparation of a writing, such as a litigation settlement document, by an attorney for a public body or its insurer is viewed as preparation by the public body for the purpose of the WV-FOIA. The Court continued:

We need not address any question of whether an attorney's work product is exempt from disclosure under the State FOIA; it is clear that such an exemption would apply, if at all, only to a writing reflecting the mental impressions, conclusions, opinions or theories of an attorney prepared in anticipation of litigation or in preparation for trial, and would not apply to a writing, such as a release or another litigation settlement document, prepared by an attorney to conclude litigation.

Withrow, 177 W. Va. at 117 n.5, 350 S.E.2d at 744 n.5 (citation omitted).

In *Gazette 1*, the Supreme Court noted that both the **attorney-client privilege** and the **attorney work-product privilege** are also preserved to government agencies under the federal FOIA, **5 U.S.C. § 552(b)(5)**, which is the federal counterpart to **W. Va. Code § 29B-1-4(a)(8)**. See 198 W. Va. at 571, 482 S.E.2d at 188. It therefore seems likely the Court would hold that Exemption No. 8 of the WV-FOIA also preserves to public agencies and officers both the attorney-client privilege and the attorney work-product privilege in communications with their lawyers.

The United States Supreme Court has held that **agency attorney work product** is exempt from mandatory disclosure under the internal memoranda exemption of the federal FOIA, **5 U.S.C. § 552(b)(5)**, without regard to the status of the litigation for which it was prepared. *Federal Trade Commission v. Grolier*, 462 U.S. 19, 103 S. Ct. 2209, 76 L. Ed. 2d 387 (1983). However, in *N.L.R.B. v. Sears, Roebuck and Co.*, 421 U.S. 132, 95 S. Ct. 1504, 44 L. Ed. 2d 29 (1975), the Court also held that memoranda explaining decisions by counsel not to file a complaint are "final opinions" which must be disclosed. Moreover, otherwise exempt information may lose that status when incorporated by reference in non-exempt documents.

ENFORCEMENT

Any person denied access to public records for examination has a specific cause of action under the WV-FOIA against the agency denying the request. *Daily Gazette Co., Inc. v. West Virginia Development Office*, 206 W. Va. 51, 521 S.E.2d 543 (1999). "A party aggrieved by a public body's failure to disclose records should institute proceedings in the circuit court of the county in which the records are stored." Syl. pt. 1, *Sattler v. Holliday*, 173 W. Va. 471, 318 S.E.2d 50 (1984); see also **W. Va. Code § 29B-1-5**.

In a proceeding seeking disclosure of public records under the West Virginia Freedom of Information Act, W. Va. **Code § 29B-1-1**, *et seq.*, a trial court may *sua sponte* order the production of the records withheld and hold an *in camera* review of the records in order to decide whether any of the records are subject to disclosure under the Act. **W. Va. Code § 29B-1-5(2)** (1977) (Repl. Vol. 2007).

Syl. pt. 1, *Associated Press v. Canterbury*, 224 W. Va. 708, 688 S.E.2d 317 (2009).

The Supreme Court in *Associated Press* also stated that a trial court should not resort to *in camera* review as a matter of course, but should first offer the agency the opportunity to demonstrate, through a *Vaughn* index, affidavits and oral testimony, that the withheld information is clearly exempt and contains no segregable, nonexempt portions. 224 W. Va. at 714, 688 S.E.2d at 323; see Syl. pt. 6, *Farley v. Worley*, *supra*.

In *State ex rel. Dadisman v. Caperton*, 186 W. Va. 627, 413 S.E.2d 684 (1991), the petitioners in a mandamus action sought information regarding alleged delinquent employer contributions owed to the Public Employees Retirement System. The Court said that the petitioners “should follow the normal channels, including, if necessary, filing a Freedom of Information Act request, pursuant to **W. Va. Code § 29B-1-3** [1977], in order to obtain any unfurnished information about the status of the delinquent employer contributions.” *Id.* at 634, 413 S.E.2d at 691.

ATTORNEY’S FEES AND COSTS

The recovery of attorney’s fees by a prevailing party under W. Va. Code § 29B-1-7 was discussed at length in *Daily Gazette Co., Inc. v. West Virginia Development Office*, 206 W. Va. 51, 521 S.E.2d 543 (1999) (“*Gazette II*”). The Supreme Court held that the statute requires an award of attorney’s fees to a person who has successfully brought a suit for the disclosure of the requested records pursuant to W. Va. Code § 29B-1-5. In order to recover attorney’s fees, a plaintiff need not have prevailed on every argument advanced during the litigation, or have received full and complete disclosure of every record sought. The Court held that an award of attorney fees is proper if the FOIA action “contributed to the defendant’s disclosure, whether voluntary or by order of court, of the public records originally denied the plaintiff.” Syl. pt. 7, in part, *Gazette II*.

In *State ex rel. Paige v. Canady*, 197 W. Va. 154, 158 n.6, 475 S.E.2d 154, 158 n.6 (1996), the Supreme Court noted that any recovery from the custodian individually, as opposed to the public body itself, would be permitted only under the narrowest grounds.

A successful litigant in a FOIA action is also entitled to receive reimbursement for reasonable, documented court costs incurred in litigating the case. *Smith v. Bradley*, 223 W. Va. 286, 293-94, 673 S.E.2d 500, 507-08 (2007). However, a *pro se* litigant who does not pay an attorney any fees to represent him in a WV-FOIA action is not entitled to an award of attorney’s fees. *Id.* at 292, 673 S.E.2d at 506.

CONCLUSION

The Office of the Attorney General hopes that the foregoing information will prove useful in understanding and using the provisions of the Freedom of Information Act. When properly applied, this law can be of tremendous benefit to the citizens of this State by keeping them informed about the actions of their state and local governments. With such information comes the power to make decisions about those governments based upon a full understanding of the facts, and to restrict the actions of elected officials by making them accountable to the public.

If you would like additional information about the materials in this booklet, or if you have questions concerning the Act, please feel free to call our Office at (304) 558-2021.

APPENDIX

Matters or agencies to which the Freedom of Information Act applies, by statute:

W. Va. Code § 3-2-30(a)	Voter registration records
W. Va. Code § 5B-2-1	West Virginia Development Office; agreements which obligate public funds
W. Va. Code § 7-11B-15	Tax Increment Financing Act; data contained in report of development or redevelopment project plan status
W. Va. Code § 16-29H-5	Health Enhancement and Lifestyle Planning Advisory Council
W. Va. Code § 16-40-4	Record of person or government entities given access to the Statewide Birth Defects Information System
W. Va. Code § 17-28-4	Division of Highways; transportation project information
W. Va. Code § 17C-17A-6	Public Service Commission; reports by receivers of overweight coal shipments
W. Va. Code § 20-5J-7	Medical Waste Act; inspection reports of infectious medical waste facilities
W. Va. Code § 22-15-5	Solid Waste Management Act; facility permits
W. Va. Code § 22-15-20	Solid Waste Management Act; sewage sludge management information
W. Va. Code § 22-18-13	Hazardous Waste Management Act; inspection reports
W. Va. Code § 22-22-10	Voluntary Remediation and Redevelopment Act; inspection reports
W. Va. Code § 22B-1-3	Environmental Boards; general administration
W. Va. Code § 22C-4-7	County and Regional Solid Waste Authorities; minutes and record of meetings
W. Va. Code § 24-2-1c	Public Service Commission; commercial solid waste facility certificate of need applications
W. Va. Code § 24-2F-4	Public Service Commission; registry of alternative and renewable energy resource credit transactions
W. Va. Code § 24E-1-9	West Virginia Statewide Addressing and Mapping Board, fees for map and other works
W. Va. Code § 29-1 H-1	Appalachian States Low-Level Radioactive Waste Commission; subject to Federal FOIA and applicable West Virginia law
W. Va. Code § 29-22A-7	Racetrack Video Lottery; applicant agreement with manufacturer of equipment
W. Va. Code § 30-1-5	Professions and Occupations, Boards of Examination; disposition of complaints
W. Va. Code § 33-2-22	Insurance Commissioner; settlements with employers for moneys due to workers' compensation funds

W. Va. Code § 33-12-25	Insurance Commissioner; final, adjudicated actions including for cause terminations
W. Va. Code § 48-17-101	West Virginia Support Enforcement Commission

Statutory exemptions from the provisions of the Freedom of Information Act:

W. Va. Code § 3-2-30(c)	Personal identification information of registered voters
W. Va. Code § 3-10-3a	Judicial Vacancy Advisory Commission documents
W. Va. Code § 4-3-5	Legislative computer system databases
W. Va. Code § 4-5-5	Commission on Special Investigations
W. Va. Code § 5-10B-12	Information about government employees participating in deferred compensation plans
W. Va. Code § 5A-8-21	Personal information regarding state officers, employees or retirees
W. Va. Code § 5A-8-22	Personal information maintained by state agencies
W. Va. Code § 5B-1-6	Confidential information provided to office of Secretary of Department of Commerce
W. Va. Code § 5B-2-1	West Virginia Development Office
W. Va. Code § 5B-2C-7	West Virginia Academy of Science and Technology; contributed material
W. Va. Code § 7-1-311	Military discharge forms; restrictions on release
W. Va. Code § 9-5-15	Medicaid drug pricing, rebates and trade secrets
W. Va. Code § 11-1C-14	Information provided by owners of natural resources for property valuation, mineral mapping or geographic information system
W. Va. Code § 11-10A-10	West Virginia Office of Tax Appeals, hearings
W. Va. Code § 11-13B-19	Telecommunications tax study; financial information provided to Tax Commissioner
W. Va. Code § 11B-1-6	Confidential information provided to office of Secretary of Department of Revenue
W. Va. Code § 12-3-1	Stale-dated checks drawn on State Treasury
W. Va. Code § 12-6-12	West Virginia Investment Management Board; confidential information pertaining to securities
W. Va. Code § 12-7-11	Jobs Investment Trust Fund; trade secrets, commercial, financial or personal information
W. Va. Code § 15-12-5	Information concerning registered sex offenders; restrictions on release
W. Va. Code § 15-13-5	Child abuse and neglect registry information
W. Va. Code § 16-1A-8	Information collected by statewide health care practitioner credentialing verification organization
W. Va. Code § 16-21-7	Women's Right to Know Act; physician and female identification
W. Va. Code § 16-2J-8	Health Care Authority preventive care pilot program

W. Va. Code § 16-3A-2	Public Health; hazardous materials list and recommended emergency medical treatment
W. Va. Code § 16-4-6	Public Health; reports by physicians regarding sexually transmitted diseases
W. Va. Code § 16-5L-15	Long-term Care Ombudsman Program; investigations
W. Va. Code § 16-29G-8	West Virginia Health Information Network
W. Va. Code § 16-29H-8	Governor's Office of Health Enhancement and Lifestyle Planning; information regarding pharmaceutical advertising and promotion expenditures
W. Va. Code § 16-29H-9	Governor's Office of Health Enhancement and Lifestyle Planning; patient-centered medical homes pilot program provider information
W. Va. Code § 17-6B-6	Public Port Authority; information or data supplied by businesses pertaining to the transportation of products by rail, water, highway or air through state ports
W. Va. Code § 17-27-4	Division of Highways; certain information regarding public-private transportation facilities projects
W. Va. Code § 17B-3-13	Division of Motor Vehicles; reports by health care providers
W. Va. Code § 17C-5C-4	Office of Administrative Hearings; hearings in appeals from Division of Motor Vehicles decisions or orders
W. Va. Code § 17D-2A-6a	Division of Motor Vehicles; electronic insurance verification system information
W. Va. Code § 18-2C-3	Education; reported incidents of harassment, intimidation or bullying
W. Va. Code § 18-30-12	West Virginia Prepaid Tuition Trust Act; identity of account owner, beneficiary or donor
W. Va. Code § 18A-3-10	School Personnel criminal history check
W. Va. Code § 18B-12A-4	Centers for Economic Development and Technology Advancement
W. Va. Code § 19-1A-3a	Division of Forestry; information identifying the location of commercial ginseng plants
W. Va. Code § 19-9-7a	Department of Agriculture; farm premises and animal identification data collected under the National Animal Identification System
W. Va. Code § 20-2-29	Division of Natural Resources; records concerning the site-specific location of an endangered animal species or protected plant
W. Va. Code § 21A-2-6b	Bureau of Employment Programs; business franchise registration certificate identifying information

W. Va. Code § 22-5-10	Air Pollution Control; records, reports, data or information considered confidential
W. Va. Code § 22-26-4	Environmental Protection; water withdrawal survey and registration information may be deemed confidential
W. Va. Code § 23-1-1b	Workers' Compensation fraud and abuse investigations
W. Va. Code § 23-1-4	Workers' Compensation; claims information
W. Va. Code § 23-2-2	Workers' Compensation; employer accounts
W. Va. Code § 23-2C-3	Workers' Compensation; employers' mutual insurance company
W. Va. Code § 24-2F-4	Public Service Commission; pricing information concerning energy resource credit transactions
W. Va. Code § 24-6-11	Wireless communications customer information
W. Va. Code § 24-6-13	911 calls relating to alleged criminal conduct
W. Va. Code § 29-12B-12	West Virginia Health Care Provider Professional Liability Insurance Availability Act; claim reserve information
W. Va. Code § 29-22-9	State Lottery Act; security and validation procedures
W. Va. Code § 30-12-4	Board of Architects; examination materials
W. Va. Code § 31-15-22	West Virginia Economic Development Authority; trade secrets, commercial, financial or personal information
W. Va. Code § 31-15C-13	Broadband deployment information
W. Va. Code § 31-18-27	West Virginia Housing Development Fund; trade secrets, commercial or financial business information
W. Va. Code § 31-18D-10	West Virginia Affordable Housing Trust Fund; financial or personal information
W. Va. Code § 31A-2A-2	Financial records of banking customers
W. Va. Code § 32-4-407	West Virginia Securities Commission; investigations
W. Va. Code § 32A-2-24	Commissioner of Banking, currency exchange, transportation or transmission services; reports of investigation and examination, documents and financial information submitted by regulated persons
W. Va. Code § 32B-2-5	West Virginia Commodities Act; private investigations
W. Va. Code § 33-2-4	Insurance Commissioner; depositions, subpoenas and interrogatories
W. Va. Code § 33-2-15b	Insurance Commissioner; information received from companies in determining the economic effect of third-party lawsuits on insurance premiums
W. Va. Code § 33-2-19	Insurance Commissioner; information obtained during investigations of suspected violations
W. Va. Code § 33-6A-4a	Insurance Commissioner; underwriting standards filed by automobile liability and physical damage insurers

W. Va. Code § 33-12-25	Insurance Commissioner; information obtained in an investigation of termination for cause
W. Va. Code § 33-13C-7	Insurance Commissioner; information obtained during examination or investigation of licensed viatical settlement provider or broker
W. Va. Code § 33-17A-4a	Insurance Commissioner; underwriting standards filed by property insurers
W. Va. Code § 33-20E-4	Medical Professional Liability Insurance Joint Underwriting Association Act
W. Va. Code § 33-34-4	Insurance Commissioner; information relating to supervision of insurers generally exempt, with public interest exceptions
W. Va. Code § 33-40-8	Insurance; Risk-Based Capital reports and plans
W. Va. Code § 33-41-7	Insurance Commissioner; insurance fraud investigations
W. Va. Code § 33-41-8	Insurance Fraud Unit
W. Va. Code § 33-46-5	Insurance Commissioner; records provided by third-party administrators or obtained during investigations
W. Va. Code § 33-46A-6	Insurance Commissioner; Professional Employer Organization service agreements
W. Va. Code § 36-8-25	Unclaimed Property; records of abandoned property
W. Va. Code § 44-16-5	Children With Autism Trust Board; information regarding the identity of a beneficiary, account owner or donor of a qualified trust for a child with autism
W. Va. Code § 48-23-801	Voluntary Adoption Registry information
W. Va. Code § 60-9-3	Tax Commissioner; imported cigarette tax reporting information