

The Mingo County Board of Education, in conjunction with the Freedom of Information Act (29B-1-1 to 29B-1-6), declares that all persons are, unless otherwise expressly provided by law, entitled to full and complete information regarding the affairs of the Mingo County Board of Education and the official acts of those who represent them as public officials and employees.

Inspection and Copying

1. 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 (29B-1-4) of this article.
2. A request to inspect or copy any public record of a public body shall be made directly to the Superintendent, as custodian of such public record.
3. The custodian, after receiving a request for information which states with reasonable specificity the information sought, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays or legal holidays:
  - a. Furnish copies of the requested information at a cost of 25¢ per page.
  - b. Advise the person making the request of the time and place at which he may inspect and copy the materials; or
  - c. Deny the request stating in writing the reasons for such denial. Such 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 of Mingo County.
4. All records which are to be reviewed shall remain in the appropriate office and are not to be removed from such.
5. All personnel records are accessible only to:
  - a. Individuals who wish to inspect or copy their own personal, medical or similar file
  - b. The Superintendent of Schools, the personnel director and the immediate secretaries to the Superintendent who must have access to such in the course of their day to day responsibilities.

Mingo County Schools: ADMINISTRATION  
ORGANIZATION