

## Requests Pursuant to West Virginia Freedom of Information Act

As a public body corporate, the West Virginia Housing Development Fund will respond to all requests for public records made pursuant to the West Virginia Freedom of Information Act (“WV FOIA”), W. Va. Code §29B-1-1, et seq., in accordance with its obligations under the law. The WV FOIA allows any person to inspect or copy any public record containing information relating to the conduct of the public’s business that is prepared, owned and maintained by a public body unless those records are exempt from disclosure.

Pursuant to W. Va. Code §29B-1-1, any nonexempt public records of the West Virginia Housing Development Fund are open for inspection by any person upon submission of a written request that describes the information sought with reasonable specificity. A FOIA request may be submitted by [clicking here](#) or by emailing [custodian@wvhdf.com](mailto:custodian@wvhdf.com). A request may also be submitted by mail to:

Legal Department-FOIA Request  
West Virginia Housing Development Fund  
5710 MacCorkle Avenue, SE  
Charleston, WV 25304

Once a FOIA request has been submitted, the requesting person will be notified in writing not later than five (5) business days after receipt of the request of the availability of the records requested for inspection. If an extension of time is needed to fulfill the request, the requesting person will receive an initial response acknowledging that the Fund received the FOIA request. The response letter will include the date the request was received and the time within which the request will be fulfilled.

Records may be inspected from 8:30 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays, or sent to the applicant by mail, facsimile, or email. To cover administrative costs, a fee of \$ 0.25 per page produced will be charged for all reproductions. Copies of records not in written form (photographs, maps, material stored in computer files, etc.) shall be furnished on request upon payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.