

**CITY OF BRIDGEPORT  
ADMINISTRATIVE ORDER**

Number: 01-13

**Summary and Intent:** Processing requests under the Freedom of Information Act.

**Effective Date:** January 18, 2013

Freedom of Information Act (FOIA) - provides that any person has a right, enforceable in court, to obtain access to records, except to the extent that such records (or portions of them) are protected from public disclosure by one of nine exemptions. A FOIA request can be made for any record.

**PROCESSING REQUESTS UNDER THE FREEDOM OF INFORMATION ACT**

This order describes detailed instructions for the internal handling and processing of Freedom of Information Act requests received at the City of Bridgeport.

Per the direction of the City Manager, the City Clerk is the Freedom of Information Coordinator. All FOIA requests are received and processed by the City Clerk (regardless of which department may gather the information) in accordance with the requirements of the City of Bridgeport Freedom of Information Act for individuals or businesses who want to view City documents (please see attached FOIA policy).

Any person, business, or organization requesting records of the City of Bridgeport, West Virginia, under the Freedom of Information Act shall make such a request by completing a Freedom of Information Request form, and present it to the City Clerk, City of Bridgeport, 515 West Main Street, Bridgeport, WV 26330, during normal business hours (Monday through Friday, 7:30 a.m. to 4 p.m.).

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

1/17/13