FREEDOM OF INFORMATION ACT
DATABASE FOR PUBLIC BODIES

REPORTING REQUIREMENTS
AND INSTRUCTIONS
Freedom of Information Act Guidance

• Consult in-house counsel

• WV Attorney General’s FOIA Handbook
  

**NOTE:** the WV Secretary of State is not an authority on FOIA and only manages the online database.
Governing Laws

• W. Va. Code § 29B-1-1 et seq.

• Code of State Rules § 153-52
Who Manages the FOIA Database?

W. Va. Code § 29B-1-3(f):

The Secretary of State shall maintain an electronic data base 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.
Public Body Reporting Requirements

W. Va. Code § 29B-1-3a(a):

Each public body in receipt of a FOIA request shall the following minimum info:

1. The nature of the request;
2. The nature of the public body's response;
3. The time-frame that was necessary to comply in full with the request; and
4. 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.
New User FOIA Database Summary

1. Create a FOIA Database account at https://erls.wvsos.gov/;

2. Wait for email confirmation

3. In the confirmation email, click the link to finalize the account

4. Login to the database, complete and upload the FOIA Database Access Form in the database;

5. Wait for authorization email; and

6. Enter FOIA information into Database.
Accessing the FOIA Database

There are 2 ways to access the FOIA Database:

1. sos.wv.gov; or
2. erls.wvsos.gov
Go to https://erls.wvsos.gov/
Click “Create a new account”
Creating a FOIA Database Account

Enter required information, then click “Submit”
Request Admin FOIA Permissions

Once logged into the FOIA Database, click “FOIA Requests” tab, then click “Request Admin FOIA Permissions”
Enter public body information, then click “Next”

**IMPORTANT NOTE:** the “Business/Organization/Entity Name” must be your public body’s name or official abbreviation

**Example:**
“Secretary of State” or “WVSOS”
Next, click the link to download the “FOIA Database Access Form”
Print, complete, and have the proper individuals sign the paper form

Once completed:

1. Scan and save the form to your computer
2. Click the Upload icon under “Action” and
3. Attach the completed form
FOIA Database Access Form

A confirmation box will appear if the form is uploaded successfully.
FOIA Database Access Form

Confirm the filename, then click “Next”
Admin FOIA Account Request Submission

Review the account information, then click “Submit”

If any information is incorrect, click “Back” and edit the information
A confirmation box will appear on the database screen, and you will receive a confirmation email for your request.

WVSOS will review the account request.

Once an account is authorized, a confirmation email will be sent to the User’s email address on file.

The Secretary of State has received your request for access to our FOIA Database.

You can log in at: [https://clrs.wvsos.gov](https://clrs.wvsos.gov)

User: FOIAtest

If you did not request these changes, or cannot access your account, please contact the WVSOS office during normal business hours for more information.

If you have any questions, please contact HelpDesk@wvsos.com or by calling 304-558-6000.
An email will be sent to email account associated with your Username.

Click the link to login to the system, or type the URL into your internet browser.

Your SOS Universal Access Account has been created. SOS staff will never ask for your password. Do not give your login information to anyone.

Login to the system at https://erls.wvsos.gov

If you did not request this account, please contact our office during normal business hours for assistance.
Login to FOIA Database

Enter your Username and Password, then click “Login”
Enter Information into FOIA Database

Click “FOIA Requests” tab, then click “Add New Entry”
Enter Information into FOIA Database

Enter required information into the blank fields, then click “Save.”
Enter Information into FOIA Database

Review the completed entry

Click "Edit" to correct information

Click "Create New" to create another entry

Click "Back to Dashboard" to return to the FOIA admin homepage

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**Request Items**

**Subject**
Employee Payroll

**Details**
Request for payroll records of employee [Name] from Jan 1, 2020 - present.

**Resolution**
Granted in part

**Response**
Personal information redacted pursuant to W.Va. Code 29B-1-4(b)(2).
RESOURCES:

FOIA Database Technical Help: email FOIA@wvsos.com


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