

REQUEST FOR INFORMATION PURSUANT TO THE
WEST VIRGINIA FREEDOM OF INFORMATION ACT.

Person Making Request:

Name: _____

Address: _____

Phone: Office _____ Home _____ Fax _____

Date: _____

Pursuant to West Virginia Code U9B-1-1 et seq., I hereby request that the City of Huntington make available for inspection or copying the following public records. I understand that the cost of providing copies is Fifty Cents (\$.50) per page on 8 1/2 X 11 copy paper and Seventy-Five Cents (\$.75) per page on 8 1/2 X 14 copy paper and One Dollar (\$1.00) for copies larger than 8 1/2 X 14, and any additional charges assessed by the Department for the compiling of said information. Duplex copies will considered two separate copies. I understand that the City of Huntington will assess a minimum charge of Ten Dollars (\$10.00) for the costs of compiling and copying the same. I further agree that the information requested will not be used for any purpose or in any manner that violates any provisions of Federal, State or Municipal Law.

The following is a concise statement of the information I am hereby requesting: _____

1,

If approved, the City of Huntington will make the public record(s) available for inspection and/or copying as soon as practicable and within five (5) business days, excluding Saturday, Sunday and legal holidays, and upon payment of the required deposit based upon the number of copies requested.

If denied, in whole or in part, the City of Huntington will notify the requesting party within five (5) business days, excluding Saturday, Sunday and legal holidays, the reason of said denial.

I hereby state that I have read the foregoing and understand the same. _____

Requesting Signature _____ Date _____

_____ OFFICIAL USE ONLY _____

APPROVED/DENIED: _____

Signature: _____ Date: _____

Reason for Denial: _____

