

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

Person Making Request:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_

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

Pursuant to West Virginia Code §29B-1-1 et seq., I hereby request that the City of Huntington make available for inspection and copying the following public records. I understand that the cost of providing copies is Twenty-Five Cents (.25¢) per page. Duplex copies will be considered two (2) separate copies. 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 records I am hereby requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, the City 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 will notify the requesting party within five (5) business days, excluding Saturday, Sunday and legal holidays, the reason for 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_