



CITY ATTORNEY'S OFFICE

City of Huntington
City Attorney's Office
P.O. Box 1659 | Huntington, WV 25717
(304) 696-5540

Request for Records Pursuant to the West Virginia Freedom of Information Act

Person making request:

Name: _____

Address: _____

Phone: _____ Email: _____

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 paper copies is Twenty-Five Cents (.25¢) per page. The cost of providing flash drives will vary. In the event that the requested records cannot be delivered electronically, I affirm that I am able to pick up or inspect the records at 800 5th Avenue, Huntington, WV. 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:

The City will provide a response to the request within five (5) business days, upon payment of the required deposit based upon the material provided, if necessary. 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.

Signature

Date