

**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 §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 Fifty Cents (.50¢) per page on 8 ½ X 11 copy paper and Seventy-Five Cents (.75¢) per page on 8 ½ X 14 copy paper and One Dollar (\$1.00) for copies larger than 8 ½ X 14, and any additional charges assessed by the Department for the compiling of said information. Duplex copies will be considered two (2) separate copies. I understand that the City 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: _____

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: _____

