

FOIA Request Number: \_\_\_\_\_

## Freedom of Information Act Request

City of Elkins, West Virginia  
401 Davis Avenue  
Elkins, West Virginia 26241

**Request Submitted By:**    Email    U.S. Mail    Fax    In person

**Name of Requester:**

**Mailing Address (required):**

**City/State/ZIP (required):**

**Telephone:**

**E-mail (Optional):**

**Fax (Optional):**

Records Requested: Provide as much specific detail as possible. You may attach additional pages, if necessary.

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Are you requesting:

- Paper copies of the documents? YES or NO  
*(For requests involving a large volume of papers or large amount of staff time, a fee may be charged. You will be informed of the fee in advance.)*
- Electronic copies of the documents? YES or NO  
*(Many city records are not currently stored electronically, so producing electronic copies may delay the response to your request.)*
- In-person examination of the documents? YES or NO  
*(A city employee will contact you to set up an appointment time.)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date of Request*

**Administrative Use Only**

Date Received: \_\_\_\_\_ (affix envelope/email/phone notes)    Exempt materials? YES    NO

Date response was transmitted to requester: \_\_\_\_\_

By:    U.S. Mail                      email                      by hand

*Affix: cert. mail receipt              copy of message              receipt*