

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.

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