



City of Ravenswood, West Virginia

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

Send to:

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City Attorney
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Requestor's Name: _____

Requestor's Address: _____

Requestor's City, State, Zip: _____

Requestor's Telephone Number (including area code): _____

Requestor's E-Mail Address: _____

Date: _____

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Pursuant to the West Virginia Freedom of Information Act, I am requesting the following public records maintained by the City of Ravenswood, West Virginia (be as specific as possible):

I am willing to pay a reasonable fee for the cost of reproducing these records. If the cost will exceed \$_____, please let me know the cost before you make copies. The cost for copying records in a paper form is \$.50 per page. Documents maintained electronically are typically available on CD-ROM at a cost of \$25.00. E-mailed records are free of charge.

Signed: _____
Requestor