



FOIA Request Number: _____

Town of Romney
340 E. Main Street
Romney, WV 26757

Freedom of Information Act Request

Request Submitted By: Email US 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.

Are you requesting:

- Paper copies of the documents? Yes No
(For requests involving a large volume of papers or large amount of staff time, a fee may be charge. You will be informed of the fee in advance.)
- Electronic copies of the document? Yes 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 No
(A city employee will contact you to set up an appointment time.)

Signature

Date of Request

When you have completed the form, you may submit in person, via email, or via U.S. mail to:
Romney Town Clerk 340 E. Main Street Romney, WV 26757
Attn: Keri Shreve
Phone:(304) 822-5118 ext. 101