

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

## Freedom of Information Act Request

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

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.

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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 or 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

Ashley Clem

Phone: (304) 822-5118 ext. 101

340 E. Main Street Romney, WV 26757