

City of Ravenswood, West Virginia

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

Send to:

Stephen W. Cogar
City Attorney
212 Walnut St.
Ravenswood, WV 26164
Phone: 304-273-2621
FAX: 304-273-2603
E-mail: scogar0001@suddenlink.net

Requestor's Name: _____

Requestor's Address: _____

Requestor's City, State, Zip: _____

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

Requestor's E-Mail Address: _____

Date: _____

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):

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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

City of Ravenswood

Procedure for Processing Requests for Public Records

West Virginia Freedom of Information Act

1. A request for any public records means any books, papers, maps, photographs, cards, tapes, recordings, and other documentary materials, regardless of physical forms or characteristics, containing information relating to the conduct of the City's business which are proposed, owned, and retained by the City, and which are not held in confidence pursuant to federal or state laws.
2. Requests for public records should be documented on the City Freedom of Information Act Request Form. If the person requesting the record(s) refuses to complete the form, then the City employee receiving the request should do so.
3. The City shall, immediately upon receipt of a properly filed request, affix the date of receipt, initiate a search for the requested information, and send the request to the City Attorney.
4. The City shall respond to each request, in writing, as soon as practicable, but within a maximum of five (5) working days of receipt of the request. Such response shall:
 - (a) Provide the requested information,
 - (b) Advise the requestor of the time and place at which he/she may inspect and/or copy the information,
 - (c) Advise the requestor that the description of the information sought is not sufficient to allow the City to identify and locate the information and that the request cannot be further processed until additional information is made available to the City. Upon receipt by the City of additional information, the five (5) day time limit shall begin anew; or
 - (d) Deny the request stating in writing the reason for such denial and informing the requestor that he/she may appeal the City's action in accordance with W. Va. Code §29B-1-5. The basis for denial shall include, but not be limited to, the following:
 - i. (1) The requested record is not known to exist,
 - ii. (2) The record is not in the City's possession, and/or
 - iii. (3) The record is exempt from disclosure under W. Va. Code §29B-1-4 of the Act or other provisions of federal or state law.