

**City of Ranson**

312 South Mildred Street

Ranson, West Virginia 25438-1621

Phone (304) 724-3863 | Fax (304) 728-8579

Email: [darmstrong@ransonwv.us](file:///Users/emilyburlett/Downloads/darmstrong%40ransonwv.us)

x

 **Office of the City Clerk**

**Council Members:**

**Mike Anderson**

**Andy Colandrea**

**Tommy Custer**

**Herbie McDaniel**

**Amanda Stroud**

**Ken Suites**

 **Keith D. Pierson - Mayor**

**Freedom of Information Act Request Letter** Date of Request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

City of Ranson

312 S. Mildred Street

Ranson, WV 25438

Re: Freedom of Information Act Request

Dear City of Ranson:

This is a request under the Freedom of Information Act.

I request that a copy of the following documents be provided to me:

|  |
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|  |
|  |

In order to help determine my status I am\_\_\_\_\_ (please list one of the choices A-E below) and the purpose of the request is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. a representative of the news media affiliated with the \_\_\_\_\_\_\_\_\_\_\_ newspaper (magazine, television station, etc.), and this request is made as part of news gathering and not for a commercial use.
2. affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.
3. an individual seeking information for personal use and not for a commercial use.
4. affiliated with a private corporation and am seeking information for use in the company's business.]
5. other

I am willing to pay fees for this request up to a maximum of $\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

Thank you for your consideration of this request.

Sincerely,

|  |
| --- |
| Name |
| Address |
| City, State, Zip Code |
| Telephone Number |
| E-mail Address |

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Signature – Ranson Employee Date Request Completed