

City of Ranson



RANSON

AT THE CENTER OF OPPORTUNITY.

Office of the City Clerk

312 South Mildred Street
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Council Members:
Jaden Bound
Andy Colandrea
Tommy Custer
Herbie McDaniel
Stephanie Fagan
Jaelyn Wratchford

Ken Suits - 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:

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 _____

- A. 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.
- B. 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.
- C. an individual seeking information for personal use and not for a commercial use.
- D. affiliated with a private corporation and am seeking information for use in the company's business.]
- E. 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

Signature – Ranson Employee

Date Request Completed