

UPSHUR COUNTY COMMISSION
Upshur County Administrative Annex
91 West Main Street, Suite 101 ▪ Buckhannon, West Virginia 26201
Equal Opportunity Employer (EOE)

Telephone: (304) 472-0535
Telecopier: (304) 473-2802

TDD Numbers
Business: 472-9550
Emergency: 911

Upshur County Freedom of Information Act Request

Pursuant to Chapter 29B of the West Virginia Code, the Upshur County Commission has adopted this form for Freedom of Information Act Requests. Responses will be provided within the required 5 business days, unless advised otherwise. Please submit the completed form to chughes@upshurcounty.org or tperry@upshurcounty.org.

Name: _____

Address: _____

Telephone Number: _____

E-mail address: _____

This is a request under the Freedom of Information Act.

I request that a copy of the following document(s) or document(s) containing the following information be provided to me:

In order to help determine my status to assess fees, you should know that I am:

(Please choose one of the following)

___ A representative of the news media affiliated with the _____, and this request is made as part of the news gathering and not for commercial use.

___ Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

___ An individual seeking information for personal use and not for a commercial use.

___ Affiliated with a private corporation and am seeking information for use in the company's business.

____ Other. _____

Please choose one of the following:

____ 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.

____ I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.

(Please include a specific explanation) _____

Thank you for your consideration of this request.

(Signature is required below)

Sincerely,

Signature

Date