

**WEIRTON AREA WATER BOARD'S
FOIA REQUEST FORM**

Requests must be in writing to ensure we understand your request and may be made in any reasonable format via U.S. mail or email. This form is solely provided to facilitate your request. **ALL AREAS MUST BE FULLY COMPLETED.**

Mail this form to:

Weirton Area Water Board
125 E. Belleview Dr.
Weirton, WV 26062
Phone: (304) 740-5020

Costs:

\$0.50 per printed page
If less than \$5.00, there will be no charge.

Or email this form to: lveltri@weirtonutilities.com

Date: _____
Requester's Full Name: _____
Requester's Address: _____
Requester's City, State, Zip: _____
Requester's Telephone Number (including area code): _____
Requester's Email Address: _____

If you represent an organization, identify the organization name and business address:

Pursuant to the West Virginia Freedom of Information Act, I am requesting the following public records maintained by the Weirton Area Water Board (be as specific as possible describing the records requested):

[Attach additional pages, if necessary]

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.

Limitations. Requests may not include questions seeking a narrative response. Only requests specifically identifying the records requested and capable of producing responsive public records will be accepted. The Water Board may remove or redact information not responsive to a request or exempt from disclosure by FOIA or other applicable law, rule, regulation, or privilege. The Water Board is not required to collect or produce any non-public record as defined or interpreted in accordance with FOIA. The Water Board will generally provide records by any means it determines will minimize the expenditure of time involved in the search, collection, review, tracking, and/or furnishing of records. It may choose to produce records in a format that ensures information can be efficiently removed or redacted in accordance with this form or applicable law, rule, regulation, or privilege. The requesting party does not have the ability to require the form or method by which the Water Board will furnish records (e.g., a requesting party states they want the records sent electronically only). **Any request that does not comply with the requirements of this form will be rejected.**