

SUMMIT PARK PUBLIC SERVICE DISTRICT
100 COAL ST
CLARKSBURG, WV 26301-5966
304-623-5304

Robert P. Hinebaugh, Chairman
Robert W. Bush, Treasurer

Ronald L. Johnson, Secretary
Mary E. Seymour, General Manager

FREEDOM OF INFORMATION ACT REQUEST
FAX: 304-623-5304 (During office hours)

NAME: _____

ADDRESS: _____

DAYTIME TELEPHONE NUMBER OR OTHER MEANS OF CONTACT:

PURPOSE FOR GATHERING INFORMATION (You are not obligated to provide this):

I hereby request the release of the following information under WVC §29B-1-1. I understand that certain information may be exempt from disclosure under the code. Specifically, those items set out in WVC §29B-1-4. Exempt information includes but not limited to:

- A. Information of a private and personal nature, such as tax information, employee records, medical records, unpublished telephone numbers, etc;
- B. Testing information;
- C. Information which is readily available from another source.

The PSD has five (5) working days to respond to this request.

I understand and agree to pay a photocopying charge or reproduction fee related to this request of \$1.00 per page.

Detailed description of requested information (please use back of form if needed):

Dated this day of _____

Requestor's Signature

Approved by the General Manager this day of _____

General Manager