



### Freedom of Information Act Request Form

*Please be as specific as possible with all requests:*

In accordance with the City of Bluefield Freedom of Information Act Policy, I request the following information to be supplied:

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I understand that there will be a fee of \$1.00 per page for making reproductions of such records. Payment will be made at the time of receipt of material requested.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A response to this request will be provided as soon as possible, but within a maximum of five (5) business days. The response will identify documents available, or any claimed exemptions. Provision of the actual documents will be as prompt as possible, after deposit of estimated copying costs, depending on available personnel to research and copy.

This requested material may be received at 200 Rogers Street at time and date agreed to:

\_\_\_\_\_  
Time

\_\_\_\_\_  
Date