

## FOIA request

Myles Morse <mmorse2714@gmail.com>

Sun 20-Jun-21 17:01

To:Pat Morse <pmorse@harpersferrywv.us>

Cc:Kevin Carden <kevin.carden@harpersferrywv.us>

CORPORATION OF HARPERS FERRY

Freedom of Information Act (FOIA)

Request Form

1000 Washington Street • PO Box 217, Harpers Ferry, West Virginia 25425 Tel. 304-535-2206 • Fax 304-535-3046

• foia@harpersferrywv.us

### APPLICATION MUST BE COMPLETE FOR PROCESSING.

The Corporation of Harpers Ferry (the "Town") is committed to transparency in government. Pursuant to West Virginia Code § 29B1-1 et seq., public records are available to every person for inspection or copying when there has been a request made to the custodian of records, and when those records are not specifically exempted from disclosure by WV Code § 29B-1-4. The request must identify the records the citizen is seeking "with reasonable specificity" as required by WV Code § 29B-1-3(d). The request must be specific enough for existing records to be identified and located. If a record does not exist, under FOIA, the Town is not required to create a new record. The Town must respond to your request within five working days of receipt by either granting the request or giving written reasons for its denial. "Day One" is the day after the request is received. The five-day period does not include weekends or holidays.

#### Requester's Information

Name: Myles Morse

Mailing address

City: Harpers Ferry

Telephone number: 304-579-3139

State WV

ZIP Code 25425

Email address: mmorse2714@gmail.com

Preferred method of delivery:Email

Records requested:

- 1) All records of WV SHPO review of concept plans submitted by SwaN and any guidance/ recommendations to the Town of Harpers Ferry (or any of its governing bodies) provided by SHPO as a result of review.
- 2) All records of HF Historic Landmarks Commission review of concept plans submitted by SwaN and any guidance/ recommendations made to the Town of Harpers Ferry (or any of its governing bodies).
- 3) All records of WV SHPO review of street sale agreement and street sale ordinance (to SwaN) and any guidance/recommendations made to the Town of Harpers Ferry (or any of its governing bodies).
- 4) All records of HF Historic Landmarks Commission review of street sale agreement and street sale ordinance (to SWaN)

(please be as specific as possible)

Pursuant to West Virginia Code § 29B-1-1 et seq., I hereby request that the Corporation of Harpers Ferry make the following public records available for inspection and copying. I understand that the cost for providing photocopies is \$0.15 per page (Letter-size documents, 8.5" × 11"). Double-sided copies will be considered two separate copies. CDs / DVDs or USB / Flash thumb drives are provided at actual cost. I agree that the provided information will not be used in any manner that violates or is inconsistent with Federal, State, or Municipal law. I am willing to pay fees for this request up to a maximum of \$40. If you estimate that the fees will exceed this limit, please inform me first.

Signature:

A handwritten signature in black ink that reads "Amye Morse". The signature is written in a cursive style with a large initial 'A' and 'M'.

Date of request: 6/20/21

FOR OFFICE USE ONLY

Received by

Date received

Exempt materials? YES / NO

Receipt no.

Date complete

Reference West Virginia Code § 29B-1-1 et seq. Revised 9/14/2020 – Approved by Town Council

Sent from my iPhone