



**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	Andrew James Nakushian				
Mailing address	1224 W. Riverside Ave APT 506				
City	Spokane	State	WA	ZIP Code	99201
Telephone number	518-281-7243				
Email address	anakushian@gmail.com				

Preferred method of delivery			
<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Hard copies	<input type="checkbox"/> Other (specify):	

Records requested (please be as specific as possible)
I was involved in a car accident in Harpers Ferry on June 2, 2018. I received a notice of traffic citation on July 23, 2018. I had the original citation but it was lost and I would like a copy of the citation and the record for my personal records. The vehicle was an 2009 Toyota Venza with New York plates AXE 4486. I remember that the investigating officer was M. Armentrout. I am specifically interested in the fine amount and citation.

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" x 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 \$ 15.00 . If you estimate that the fees will exceed this limit, please inform me first.

Signature Andrew J. Nakushian Date of request 9/25/2022

FOR OFFICE USE ONLY	Received by		Date received	
Exempt materials? YES / NO	Receipt no.		Date complete	