

FOIA REQUEST FORM HARDY COUNTY RURAL DEVELOPMENT AUTHORITY

**Note to Requester: Retain a copy of this request for your files.

Request Date: _____

Expected Response Date: _____

** No more than 5 business days after Request Date excluding holidays, weekends, weather closings, state/staff emergency.

Request Submitted By: Mail _____ In Person _____

Requester's Name: _____

Street Address: _____

City/State/County Zip (required): _____

Telephone (Optional): _____ Email (Optional): _____

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the Authority can identify the information that you are seeking. You may attach additional pages, if necessary.

If not on official letterhead, as attorney, organization, etc., legal identification as driver's license, etc. must be included with the FOIA request form.