



# Public Records Request

Please describe the records you are requesting. Please be as specific as possible and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

For police records: If the request is for police records please provide the case number, name(s) and/or date(s) of birth of parties involved, and/or the date, time and location of incident.

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See attached sheet with additional requests

**I would like to:**

- inspect the records at no charge (I may request copies after inspection.)
- receive copies of the records after paying required copying charges. I understand I will be charged .15 cents per single-sided, 8-1/2 x 11 page. Other sized copies may be available at a higher cost. I am willing to pay up to \$\_\_\_\_ for those copies. Please contact me if the charges exceed this amount.

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email address

***Limitation on Use for Commercial Purposes***  
Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes.  
“Commercial purposes” means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing this form, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For City Use Only*

<b>EVENT TRACKING</b>		
Event	Date	Initials
Date Received		
Request Routed to		
Five-Day Notice Sent		
Date for Completing Request		
Response Completed		

<b>PUBLIC RECORDS PROVIDED</b>		
Date Response Completed		Initials
Number of Pages	_____ X \$.15 = \$ _____	
Other fees		Initials _____
Amount of time spent gathering/producing records		Initials _____
Total Charge	\$ _____	Initials _____

**PUBLIC RECORDS NOT PROVIDED**

- Requested documents do not exist.
- Documents or portions of documents that contain exempt information has been redacted.
- Documents or portions of documents exempt.

<b>REDACTIONS</b>				
Document Type/Description	Date	Author/Recipient	Exemption Explanation	# of pages

<b>EXEMPTED DOCUMENTS</b>				
Document Type/Description	Date	Author/Recipient	Exemption / Basis	# of pages