



Public Records Request

Please describe the records you are requesting 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.

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 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

Mailing Address

Phone Number

Email address

Sign here Date

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 below, you are certifying that that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Public Records Act

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EVENT TRACKING

Event	Date	Initials
Date Received:		
Request Routed to:		
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
Five-Day Notice Sent:		
Installments Provided: Installment #1	_____	_____
Installment #2	_____	_____
Installment #3	_____	_____
Installment #4	_____	_____
Installment #5	_____	_____
Date for Completing Request:	_____	_____
Response Completed:	_____	_____
Request managed by: _____	_____	_____

PUBLIC RECORDS PROVIDED

Date Response Completed:	
Number of pages:	_____ X \$.15 = \$_____
Other fees:	\$ _____
TOTAL CHARGE:	\$ _____

PUBLIC RECORDS NOT PROVIDED

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

REDACTIONS

Document Type/Description	Date	Author/Recipient	Exemption/Explanation	# of pgs

EXEMPTED DOCUMENTS

Document Type/Description	Date	Author/Recipient	Exemption/basis	# of pgs