

230 2<sup>nd</sup> Street  
 Raymond, WA 98577

ph 360.942.4100  
 fax 360.942.4137

**REQUEST FOR PUBLIC RECORDS**

-Requests must be sent to the address above -

Requester Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**RECORDS REQUESTED:** Please describe the SPECIFIC records you are requesting and any additional information that will help locate said records (dates, names, etc.). RCW 42.56.520 requires that response/action on a request for public records be taken within five (5) business days. The copy cost is \$0.15 per page for sizes 8.5" x 14" or less, \$1.00 per page for sizes greater than 8.5" x 14", and \$5.00 per square foot for colored maps. You may ask to inspect records rather than receiving copies.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that Washington State Law (RCW 42.56.070(9)) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use the list of individuals obtained from this request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the list of individuals I am obtaining.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

PRR #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Forwarded to: \_\_\_\_\_

Respond by Date: \_\_\_\_\_

Extension Date: \_\_\_\_\_

**Action Taken** Date: \_\_\_\_\_

- Approved, request fulfilled.
- Forward to City Attorney for review.
- Record partially withheld. Notified Requester with reason.
- Clarification needed from Requester. Contacted for clarification & notified of revised estimate of when records will be available.
- Denied: Notified requester of reasons for denial.
- All copies and correspondence attached.

**ACTION RECOMMENDED BY CITY ATTORNEY**

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_