



RECEIVED

Date: _____
Time: _____
By: _____

REQUEST FOR ACCESS TO PUBLIC RECORDS

DATE OF REQUEST: _____

Name of Requestor: _____

Address: _____

Phone Number: _____

Request made by:

- IN PERSON
- BY PHONE
- IN WRITING
- OTHER: _____

Description of public record(s) requested:

Action on requests for public records must be taken within five (5) business days, per RCW 42.56.

Request Received By: _____ Department: _____

Routed To: _____ Department: _____

Please forward all Public Records Requests to the City Clerk. Thank you.

See Reverse for Action Taken

Date Received: _____ Date Action Taken: _____

Received By: _____

Action Taken: _____

Date Received: _____ Date Action Taken: _____

Received By: _____

Additional Action Taken: _____
