

Office of the City Clerk
 1104 Maple Street
 Sumner, WA 98390
 253-299-5500 – Phone
 253-299-5509 – Fax



Req#	-
Date Due:	_____
Extended To:	_____
Extended To:	_____
Extended To:	_____

REQUEST FOR PUBLIC RECORDS

Name: _____ E-mail: _____

Street Address: _____ City, State & Zip: _____

Home/Cell Phone: _____ Business: _____ Fax: _____

RECORDS/INFORMATION BEING REQUESTED: (Please be specific and detailed/attach additional sheets if necessary. Failure to provide sufficient information to identify the record(s) may cause delays in providing the records.)

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

Agencies must respond within five business days of receiving a public records request by (1) providing the record; (2) acknowledging receipt and providing a reasonable estimate of the time the agency will require to respond; (3) deny the request. I understand that if a list of individuals is provided to me, it will neither be used for commercial purposes, to promote the election of an official, or promote or oppose a ballot proposition, as prohibited by RCW 42.17.130; nor is it construed as giving authority to give, sell or provide access to lists of individuals requested as prohibited by the Public Records Act. Further, I understand I will be charged a minimum of \$0.15 per for normal sized pages and actual costs for reproduction of rolled plans, maps and other sized copies. In acknowledging receipt of a public records request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking.

- I wish to have copies / duplicates of the records indicated above.
- I wish to make an appointment to review the records indicated above before copies are made.

 Signature of Requestor

 Date of Request

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

This request is best handled by: _____ Additional Staff Copied: _____

Responsible staff must advise the City Clerk within TWO working days if documents are not able to be produced within FIVE working days and provide an estimated for when documents will be available for production.

Was 5-Day Letter Sent? No Yes/Date: _____ DEADLINE EXTENDED TO: _____ (see above)

Notes: _____

- This Request Was Satisfied/Date: _____
- This Request Was Not Satisfied/Reason: _____
- This Request Was Denied/Reason: _____

ACKNOWLEDGMENT OF RECEIPT OF RECORDS

Signature Acknowledging Receipt: _____ Date of Receipt: _____

City Representative: _____ Number of Copies: _____ Fee: \$ _____