



**CITY OF COLVILLE**

**REQUEST FOR PUBLIC RECORDS**

Please fill out and sign this form to request a copy of any Public Record. Return it to the City Clerk's Office at 170 S. Oak, Colville, WA 99114 or fax to (509) 684-5030.

**Please note: there is a copying charge of \$.15 per page.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Time of Day: \_\_\_\_\_

*See reference to RCW 42.56.520 Prompt responses required and WAC 1-06-080 on the back of this page.*

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible. **PLEASE PRINT CLEARLY.**

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

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

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

|                            |   |
|----------------------------|---|
| <i>For Office Use Only</i> |   |
| Number of pages: _____     | Request Completed _____<br>Date _____ Time _____  |
| Number of copies: _____    | <u>How Provided</u>   |
| TOTAL CHARGE: _____        | <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail |

## **RCW 42.56.520 Prompt Responses Required**

Responses to requests for public records shall be made promptly by agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives must respond by either (1) providing the record; (2) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives will require to respond to the request; or (3) denying the public record request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public record request that is unclear, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives need not respond to it. Denials of requests must be accompanied by a written statement of the specific reasons therefor. Agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall establish mechanisms for the most prompt possible review of decisions denying inspection, and such review shall be deemed completed at the end of the second business day following the denial of inspection and shall constitute final agency action or final action by the office of the secretary of the senate or the office of the chief clerk of the house of representatives for the purposes of judicial review.

## **WAC 1-06-080 Requests for Public Records**

In accordance with requirements of chapter 42.56 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained by members of the public, upon compliance with the following procedures:

- 1) A request shall be made in writing upon a form prescribed by the agency which shall be available at its office. The form shall be presented to the public records officer or to any member of the agencies staff if the public records officer is not available at the office of the agency during customary office hours. The request shall include the following information:
  - a) The name, address and organization represented, if any, of the person requesting the record.
  - b) The time of day and calendar date on which the request was made.
  - c) The nature of the request.
  - d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index.
  - e) If the requested matter is not identifiable by reference to the agency's current index, an appropriate description of the record requested.
- 2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.