



City of West Richland
 3100 Belmont Boulevard, Suite 100
 West Richland, WA 99353
 (509) 967-3431 cityhall@westrichland.org

PUBLIC RECORDS DISCLOSURE REQUEST

Name of Requestor: _____ Phone#: _____

Mailing Address: _____

Email: _____ Fax: _____

Please describe below the record(s) you are requesting and any additional information that will help us locate the record(s) for you as quickly as possible. Failure to provide information sufficient to identify the record(s) may cause delay.

Check one only:

- I wish to have copies/duplicate of the record(s) indicated above after payment of fees according to the City's Fee Schedule.
- I wish to make an appointment to review the record(s) indicated above before copies are made.

I certify that any list(s) of individuals obtained through this request for public records will not be used for commercial purposes, pursuant to RCW 42.56.070.

Signature/Date: _____

Within five (5) business days of receiving a public record request, the City will respond by either:

- (1) providing the record;
- (2) acknowledging the receipt of the request and providing a reasonable estimate of time to respond; or
- (3) denying the request

In the event of dispute, such dispute shall be resolved by arbitration unless litigation is elected by checking this box:

.....

(for internal office use only)

Date Received: _____ Rec'd By: _____

Acknowledgement Sent: _____

REQUEST GRANTED:

Requester Notified: _____ Number of Pages _____ x \$.15 = _____

Installment #1 Pick-Up: _____ Document Fee _____ = _____

Installment #2 Pick-Up: _____ Other Media Fee _____ = _____

Date Completed: _____ **Total Charge:** = _____

REQUEST DENIED

The City is refusing to allow inspection or copying of the requested documents described on the reverse side of this request form. Access to the requested public record is denied for the reason that is clearly non-disclosable as identified in RCW 42.56.070, 42.56.210 or RCW 10.97, or certain portions have been withheld pursuant to RCW 42.56.070(1) or RCW 42.56.210.

(Provide a brief explanation of how the exemption applies to the record withheld)

Withholding of the specific portions of the public record which the City is not disclosing to you is an authorized exemption