



City of Stanwood

City Clerk's Office
10220 270th Street NW
Stanwood, Washington 98292
(360) 629-2181 Fax: (360) 629-3009

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

All records requests must be reviewed by the City Clerk

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

See attached sheet with additional requests

I would like to:

- Inspect the records at no charge (I may request copies after inspection).
- Receive copies of the records after paying required copying charges. I am willing to pay up to \$_____ for those copies (regular copies are .15 per page. Other fees may apply).

Name

Address

City, State, Zip

Phone

Email Address

Limitation on Use for Commercial Purposes

Washington State law, RCW 42.56.070(9) prohibits the use of lists of individuals for commercial purposes. "Commercial Purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing this form, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Sign here

Date

Records were received by: _____ Date _____

Signature

For City Use Only

**ALL REQUESTS FOR DISCLOSURE OF PUBLIC RECORDS MUST BE
REVIEWED BY THE CITY CLERK PRIOR TO BEING FILLED**

Public Records Provided

Date Request Received: _____ Date Completed: _____
 Number of Pages: _____ x \$.15 = \$ _____
 Other Fees: _____ \$ _____
 TOTAL CHARGE: \$ _____

Public Records Not Provided

- Requested Documents Not Found
- Documents or Portions of Documents Exempt (see log below)

Certain documents requested are exempt from disclosure or contain exempt information that has been redacted. (additional exemption log attached)

Exempted Documents

Document Type/Description	Date	Author/ Recipient	Exemption/Basis	# of Pages

Event Tracking

Event	Dated	Initials
Date Received		
Request Circulated		
Five-Day Notice Sent		
Date for Completing Request		
First Installment Provided		
Other Installments Provided		
Response Completed		
Request to be Managed By _____		