

*City of Cle Elum*  
119 West First Street  
Cle Elum, WA 98922



Telephone: (509) 674-2262  
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www.cityofcleelum.com

## PUBLIC RECORDS REQUEST

Requestor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

DESCRIBE SPECIFIC RECORDS REQUEST IN DETAIL:

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

IS THE INFORMATION REQUESTED FOR COMMERCIAL PURPOSES?  YES  NO

FEES: There is no charge for copies 10 pages or less. If documents copies are 11 pages or more, each page will cost \$.25 for single-sided copies on 8.5" x 11" or 8.5" x 14" paper. Other sized copies and media are priced accordingly. The cost of mailing will also be charged to the requestor.

Signature of Requestor: \_\_\_\_\_

"Responses to requests for public records shall be made promptly by agencies. Within five business days of receiving a public record request, an agency must respond by either (1) providing the record; (2) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to respond to the request; or (3) denying the public record request. In acknowledging receipt of a public record request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it." RCW 42.17.320 (in part)

### Official Use Only:

STAFF PERSON who received Request: \_\_\_\_\_

Received DATE: \_\_\_\_\_ Received TIME: \_\_\_\_\_ A.M. or P.M.

Staff person who request was ROUTED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE Request was Filled: \_\_\_\_\_ DATE Requestor as Notified: \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_ DATE Paid: \_\_\_\_\_