

SUBMIT TO:
City Clerk, PO Box 1669, Chelan WA 98816
FAX: 509-682-8009
pgallucci@cityofchelan.us

CITY OF CHELAN REQUEST FOR PUBLIC RECORDS

Requester Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Request Made By: In Person In Writing Telephone Email

Date of Request: _____

Documents Requested: _____

Are you requesting a copy or on site review of these documents? _____

Is information requested to be used for commercial purposes? _____

Signature of Requester

FOR OFFICIAL USE ONLY **ACTION ON REQUEST FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE** **(5) BUSINESS DAYS (SEE RCW 42.56.520)**

1. Action taken:

- Request Granted
- Acknowledgment
- Record Denied (See Nos. 5 & 6)
- Record Withheld in Part (See Nos. 5 & 6)

2. Request forwarded to attorney for review: Yes Date Forwarded _____ No

3. Notification of Action Taken to Requester: Date of Notification: _____

- a) Request granted
- b) Need for additional time How long? _____
- c) Request denied
- d) Record withheld in part

4. If additional time needed, explain why: _____

5. If request denied or record withheld in part, name the exemption contained in RCW 42.56 that authorizes withholding or denial:

6. If request denied or record withheld in part, explain how the exemption applies to this record:

7. Request received by: _____ Department: _____

Date: _____

RECORDS PROVIDED: _____

FEES

Standard copy charge @ \$.15 per page:

Charge ____ pages @ \$.15 per page \$ _____

Other (Refer to current Records Index & Fee Schedule) \$ _____

Total Fees: \$ _____

DATE MAILED: _____

DATE EMAILED: _____

DATE PICKED UP: _____

**CHELAN PUBLIC RECORDS ACCESS
DECLARATION TO RELEASE PUBLIC RECORDS**

(PRINT NAME)

1. I have requested copies of the following public records:

2. I understand that Washington State law, RCW 42.17.260(9), prohibits the use of lists of individuals for commercial purposes.
3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for commercial purposes. I understand that I may be liable in either case.
5. I understand that “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.

Signature