

CITY OF CHEWELAH
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

Requestor's Name: _____

Mailing Address: _____

Telephone Number: _____

E-Mail: _____

Request Made: { } In Person { } In Writing {) By Telephone { } By E-Mail

Please describe the SPECIFIC records you are requesting and any additional information that will help us locate said records (dates, names, etc.).

THE UNDERSIGNED REQUESTS COPIES OF THE FOLLOWING PUBLIC RECORDS :

THE UNDERSIGNED REQUESTS AN APPOINTMENT TO REVIEW THE FOLLOWING PUBLIC RECORDS AT CITY HALL:

I certify that if a list of individuals is obtained through this request for public records the information will not be used for commercial purposes. Further, I understand that I will be charged 15 cents per single-sided 8 ½ x 11 page copied or such other fee as is set forth in the City's Fee Schedule.

Signature

Date

FOR OFFICE USE ONLY

Action on Request for Public Records Must Be Taken *Within Five Business Days of Date of Request* (RCW 42.17.320). Advise Clerk/Treasurer or the C/A on or before day 5 if documents are unable to be produced.

Request Received by: _____ Date: _____

Request Forwarded to: _____

Approved by City Administrator : _____ Date: _____

1. Action taken:
 Request Granted
 Acknowledgement, Estimated Response Date Provided (See No. 4)
 Request Denied (See Nos. 5 & 6)
 Request Withheld in Part (See Nos. 5 & 6)

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

3. "Notification of Action Taken" to Requestor: Date of Notification _____
Verbal Written
a) Request Granted Date _____
 Mailed Picked Up Reviewed at City Hall
b) Need for Additional Time How long? _____
c) Request Denied
d) Request withheld in Part

4. If additional time is needed, explain why: _____

5. If request is denied or withheld in part, name the exception contained in RCW 42.17 which authorizes denial or withholding: _____

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

7. Comment Log:

