

Office of the City Clerk
1104 Maple Street
Sumner, WA 98390
253-299-5500 – Phone
253-299-5509 – Fax



Req# _____ -
Date Due: _____
Extended To: _____
Extended To: _____
Extended To: _____

REQUEST FOR PUBLIC RECORDS

Name: _____ E-mail: _____
Street Address: _____ City, State & Zip: _____
Home/Cell Phone: _____ Business: _____ Fax: _____

RECORDS REQUESTED: *(Please be as specific and detailed as possible in your description of the records you seek. Attach additional information, if necessary, to assist us in locating responsive records. Failure to provide sufficient information to identify the record(s) you seek may cause delays in satisfying your request.)*

PLEASE READ AND ACKNOWLEDGE UPON SUBMITTING REQUEST

Agencies must respond within five business days of receiving a public records request by: (1) providing the record; (2) acknowledging receipt of your request and providing a reasonable estimate of the time the agency will require to respond; or (3) deny the request. I understand that if a list of individuals is provided to me, it will not be used for commercial purposes, to promote the election of an official, or promote or oppose a ballot proposition, as prohibited by law; nor is it construed as giving authority to give, sell or provide access to lists of individuals requested as prohibited by the Public Records Act. Further, I understand I will be charged a minimum of \$0.15 per page for normal sized pages and actual costs for reproduction of rolled plans, maps and other sized copies that may be sent to an outside vendor for duplication. Upon receipt of a public records request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking in order to produce responsive records.

- I wish to have copies / duplicates of the records indicated above.
- I wish to make an appointment to review the records indicated above before copies are made.

Signature of Requestor

Date of Request

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

This request is best handled by: _____ Additional Staff Copied: _____

Responsible staff must advise the City Clerk within TWO working days if documents are not able to be produced within FIVE working days and provide an estimated date of when documents will be available for production.

Date 5-Day Letter Sent: _____ Extension Letter Sent: _____ Extension Letter Sent: _____

Notes: _____

- This Request Was Satisfied/Date: _____
- This Request Was Not Satisfied/Reason: _____
- This Request Was Denied/Reason: _____

ACKNOWLEDGE RECEIPT OF RECORDS

Request Satisfied (Sign): _____ Printed Name: _____ Date: _____

City Representative: _____ Number of Copies: _____ Fee: \$ _____