



# City of Stanwood

City Clerk's Office  
10220 270<sup>th</sup> 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.

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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

**For City Use Only**

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

<b>Public Records Provided</b>		
Date Request Received: _____	Date Completed: _____	
Number of Pages: _____	x	\$.15 = \$ _____
Other Fees: _____	\$ _____	
TOTAL CHARGE: \$ _____		

<b>Public Records Not Provided</b>
<input type="checkbox"/> Requested Documents Not Found
<input type="checkbox"/> Documents or Portions of Documents Exempt (see log below)
Certain documents requested are exempt from disclosure or contain exempt information that has been redacted. ( <input type="checkbox"/> additional exemption log attached)

<b>Exempted Documents</b>				
Document Type/Description	Date	Author/ Recipient	Exemption/Basis	# of Pages

<b>Event Tracking</b>		
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 _____		