



CITY OF SOAP LAKE

PO Box 1270
239 - 2nd Avenue SE
Soap Lake, WA 98851
509-246-1211 (Phone)
509-246-1213 (Fax)

office use only

Date Stamp _____

Received By: _____

PUBLIC RECORDS REQUEST FORM
RCW Chapter 42.56 Public Records Act

Section 1. Must be completed by the requesting person, business or agency

Name (print) _____ Agency _____
Address _____ Daytime Phone _____
City, State, ZIP _____ Cell Phone _____

Record(s) Requested This must describe an indentifiable record(s). This form is not intended for general inquiries.

Action requested Inspection Copy
Desired Audio/Visual format, if applicable Cassette CD DVD

I agree to pay all copy charges pursuant to the City's fee schedule. If I have requested a list of names, I certify that the information obtained through this public disclosure request will not be used for commercial purposes. RCW 42.56.070(9).

Requesters Signature _____ Date: _____

Section 2. To be completed by City Personnel.

No identifiable record can be located.
 The record you requested is exempt from disclosure by law. (See reverse)
 Additional time is necessary to process your request. RCW 42.56.520. (See reverse.)
 The amount of \$ _____ For _____ copies (.15 cents per copy)
The amount of \$ _____ For Cassette CD DVD **Total Charges** \$
 The record was picked up in person. **Signature** _____ Paid in full
 Record(s) have been mailed and \$ _____ Amount has been billed Full Payment Received
 Portions of the record(s) are exempt from disclosure and have been redacted. (See reverse.)

Section 3. Further Response to Records Request - To be completed by City Personnel

The document(s) you requested are exempt and/or portions of the document(s) you requested are redacted for the following reason(s):

1. Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and public agency in personnel records. RCW 42.56.250(3) information of dependents of employees or volunteers of a public agency that are held by any personal electronic mail addresses, social security numbers, and emergency contract information of employee or volunteers of a public agency and the names, dates of birth, emergency contact

2. Attorney-client privileged communication(s) and/or attorney work product. RCW 42.56.070(1); RCW 5.60.060 (2)(a); RCW 42.56.290;

3. Personal information in files maintained for employees, appointees or elected officials to the extent disclosure would violate their right to privacy. RCW 42.56.230(2)

4. **Other** _____

In accordance with RCW 42.56.520 additional time is needed to clarify the intent of the request, locate and assemble the information requested, notify third persons/agencies affected by the request, and/or determine whether any of the information requested is exempt and that a denial should be made to any or all parts of the request.

I anticipate (additional) documents, if any, will be released on _____

This is a partial or installment release. If payment is not received or the records are not claimed, the City is not obligated to fulfill the balance of this request. RCW 42.56.120.

If you have any questions or concerns about your Public Records Act Request, please call the Public Records Officer at (509) 246-1211.

This form was completed for the City of Soap Lake by _____ ON _____

PLEASE NOTE: Local governments are not required to create new documents to comply with the Public Records Act.