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## PUBLIC RECORDS REQUEST FORM

The City of Ilwaco is committed to responding to your request for public records in an efficient and prompt manner. There is no charge for inspecting records. If you wish to have copies made of any records, **the standard copy charge is 15¢ per page for black and white copies up to 11" x 17". The standard charge for scanned records is 10¢ per page up to 11" x 17".** Other copies are charged at the cost of materials. You will be informed of the total copying or scanning charges, including shipping or flash drive charges (if applicable). We require all fees to be paid prior to copying or scanning your documents. We accept cash or checks. **We will respond to your request within five business days of receiving your request (excluding holidays), with either the requested documents or a estimate of the time we anticipate it will take to comply with your request.**

REQUESTER			
Name		Company	
Address		City/State/Zip	
Telephone		Cell Phone	
Fax		Email	
Request made via	<input type="checkbox"/> In person <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email		
How would you prefer to be notified when records are available?	<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email		
Preferred method of delivery	<input type="checkbox"/> Inspection only (no cost) <input type="checkbox"/> Pick up <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Flash Drive		
<b>Description of request:</b> <i>Please be specific and provide as much detail as possible. In order for us to process your request, we need a clear, specific description of the records that you are requesting.</i>			
Requester's Signature		Date	
<b>Declaration to release public records (must be signed ONLY if you are requesting a list of individuals):</b> I declare under penalty of perjury pursuant to Washington State law (RCW 42.53.070) that I will not use any requested list of individuals for a commercial purpose (profit expecting activity).			
Requester's Signature		Date	

FOR OFFICE USE ONLY					
Received by			Date Stamp		
Action taken	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Withheld in part If denied or withheld in part, name exemption contained in RCW 42.56, which authorizes withholding or denial and how the exemption applies to this record:				
Date of five working days (excludes date received, weekends and holidays):	_____				
Acknowledgment	<input type="checkbox"/> Acknowledgment sent with cost estimate		Date sent		
	_____ pages @ <input type="checkbox"/> 15¢ <input type="checkbox"/> 10¢ <input type="checkbox"/> _____ = \$_____ Shipping \$_____ Flash Drive \$_____ <b>TOTAL: \$_____</b>				
	<input type="checkbox"/> Acknowledgment sent with time estimate. Explain reason given for more time needed:				
City attorney review required	<input type="checkbox"/> Yes <input type="checkbox"/> No		Date sent	Date responded	
Date documents provided		Initials		<input type="checkbox"/> Picked up <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Flash	
Date fees paid				<input type="checkbox"/> Check #_____ <input type="checkbox"/> Cash   Receipt #_____	