REQUEST FOR PUBLIC RECORDS

Date: ______________________________

Name: ________________________________________________________________________

Address: ______________________________________________________________________

Telephone: ____________________________________________________________________

An accurate description of the record(s) being requested: _______________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

The City of Waitsburg has five (5) business days in which to respond to your request by:

1.) Providing an inspection and/or copy(s) of the information requested;

2.) Written response acknowledging the receipt of the request and a reasonable estimate of the time in which a record will be made available, or;

3.) Denial of the request. If said request is denied, a written statement will accompany the denial setting out specific reasons for the denial as prescribed by RCW 42.17.310(1).

A charge of fifteen (15) cents per copy will be imposed.