

Request for Public Records

City Clerk
525 W Cota Street
Shelton, WA 98584
Phone (360) 432-5103
cityclerk@sheltonwa.gov



FOR OFFICIAL USE ONLY

Received by: _____

THIS COMPLETED FORM IS AN OPEN PUBLIC DOCUMENT AND MAY BE RELEASED TO ANY REQUESTOR

Name of Requestor _____ Phone _____

Mailing Address _____

Email _____

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible. Failure to provide information sufficient to identify the records may cause delay.

Title of Record (if known) _____

Date of Record (if known) _____ Department of Record (if known) _____

Please describe the documents in detail; additional pages can be attached _____

Select action:

- I would like the record(s) emailed to me (unless large file size prohibits).
- I would like a printed COPY of the record(s).
- I would like the record(s) mailed to me; pre-payment of postage and copies are required.
- I would like to inspect the above record(s), which will be made available at 525 W Cota Street, Shelton, WA 98584, during regular business hours. The City will contact the requestor to schedule the record(s) inspection.

I understand that Shelton's public disclosure policy and fee schedule are available for review at www.sheltonwa.gov

By signing below, I certify that the information I am requesting will not be used for commercial purposes as prohibited per RCW 42.56.260(9).

Signature: _____ **Printed Name:** _____

In accordance with RCW 42.56.520 – you will be notified within five business days regarding the availability of the records you have requested. Such notification may advise you that additional time is needed to locate and assemble the records, notify third persons, redact information containing material that is exempt from disclosure or obtain clarification from you regarding this request. Failure to respond to the City's request for clarification shall relieve the City of its duty to respond to this request.

Note: If your request results in a large volume of records being identified, RCW 42.56.120 allows the City to respond by releasing the records in installments.

A public record is any record relating to the conduct of the City's business, and which is prepared or retained by the City. The record may be in a variety of forms such as writing, a recording, a picture, electronic data, etc.



Charges for Public Records

City Clerk
525 W Cota Street
Shelton, WA 98584
Phone 360-432-5103
Fax 360-426-1338

CHARGES ARE PURSUANT RCW 42.56.120

Name of Requestor: _____ Phone: _____

Mailing Address: _____

Email: _____

FEE'S MUST BE PAID PRIOR TO RECORD(S) RELEASE

TYPE OF CHARGE	QUANTITY	TOTAL \$
Photocopies - \$0.15 per copy		
Scans - \$0.10 per scan		
Attachments/Electronic Files (email or cloud) - \$0.05 per 4 files		
Gigabyte - \$0.10 per gigabyte transmitted		
Storage media, container, envelope, postage, delivery – actual cost		
	TOTAL \$	

OFFICIAL USE ONLY

Date Paid	Amount Paid	Receipt #	Received By

RCW 42.56.120

(2)(a) Agency charges for actual costs may only be imposed in accordance with the costs established and published by the agency pursuant to RCW [42.56.070\(7\)](#), and in accordance with the statement of factors and manner used to determine the actual costs. In no event may an agency charge a per page cost greater than the actual cost as established and published by the agency.

(b) An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome. To the extent the agency has not determined the actual costs of copying public records, the agency may not charge in excess of:

(i) Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;

(ii) Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;

(iii) Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and

(iv) Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and

(v) The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.