

City of Oroville
1308 Ironwood - P.O. Box 2200
Oroville, WA 98844
509-476-2926

REQUEST FOR ACCESS TO PUBLIC RECORDS

Requestor's Name: _____
Street Address: _____
Mailing Address: _____
Telephone Number: _____

RECORDS REQUESTED: Please describe the specific records you are requesting and any additional information that will help us locate said records (dates, names, etc.). Please indicate which records you wish to have photocopied; fee for photocopies is fifteen cents (.15) each. Otherwise, the records will be made available for your review. The Revised Code of Washington states that records must be made available in a reasonable length of time. Depending on the complexity of the request, the City will endeavor to fill requests within 1 - 10 working days.

I hereby certify that if a list of individuals is obtained through this request for public records, the information will not be used for commercial purposes. I do swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records. (RCW 42.17.260(9)).

SIGNATURE: _____ DATE: _____

The City will provide copies of all public records identified with specificity sufficient to permit location and retrieval, as required by the Public Disclosure Act. The City is not required to conduct research or statistical analysis of records, or to create records not already in existence. However, all public records and documents will be made available, by appointment, so that interested persons can conduct their own research and analysis of the public records.

In the normal course, the City endeavors to provide a response to any public records disclosure request within 1 - 10 working days. However, if a requestor can permit additional time, such action assists the City in ensuring that all requested documents are provided.

The City does of course reserve the right to deny any request upon appropriate grounds, such as the specific exemptions set forth in the Public Records Disclosure Act or protection of any individual's right to privacy. If the City determines that a request is ambiguous or improper, the requestor will be provided with an explanation and denial, in writing.

The requestor is responsible for payment of the cost of copying of records at fifteen cents (.15) per page, or such applicable fee as is set forth in the City's Fee Schedule.

FOR OFFICE USE ONLY

Date Received:	Received By:	Forwarded To:	Respond By (date):
----------------	--------------	---------------	--------------------

Request forwarded to attorney for review:	No	Yes / Date Forwarded _____
---	----	----------------------------

Comments:
