



REQUEST FOR PUBLIC RECORDS

Today's Date: _____
Name of Requester: _____ **Phone:** _____
Name of Company: _____ **Phone:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Email: _____ **Fax:** _____

Detailed Description of Records Requested – name, location, date, etc. The City may need to contact you to determine which records you are requesting. Failure to respond to the City's request for clarification may delay its ability to respond to this request. This is not a denial of your request.

Please Check Appropriate Box:

- I would like to inspect the public records at City Hall.
- I would like copies of the records and will pick up/pay for them when they are available.
- I would like copies of the records mailed to the address listed above after I have submitted payment.

Is the information requested a list of individuals/businesses to be used for a mailing list for commercial purposes? No Yes **If yes, please complete the back of the form.**

Cost: Any fees associated with the records request will be charged according to the City's Fee Resolution and must be received before the Public Records are released.

Signature of Requestor: _____ **Date:** _____

Response Time: A copy of this form serves as the City's initial response to your request for records. The City estimates that it will take approximately _____ days/weeks to respond to your request.

<u>Department Use Only:</u>	
RECORD REQUEST:	APPROVED DENIED
Record Request Approved & Released or Denied By: _____	
Reason Denied: _____	

Amount Paid, if Applicable: _____	Service: _____
Date Released: _____	

NOTE: This form needs to be signed only if the request is for a mailing list of individuals/businesses to be used for commercial purposes.

**CITY OF ENUMCLAW PUBLIC RECORDS ACCESS
DECLARATION TO RELEASE PUBLIC RECORDS**

1. I understand that Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes.
2. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
3. I understand the Sections 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for commercial purposes. I understand that I may be liable in either case.
4. I understand that “commercial purposes” means that the person requesting the records intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.
5. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes, and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.
6. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the City of Enumclaw 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.

Signature: _____ Date: _____
Printed Name: _____