***Date Received*_____**

Request for Disclosure of Public Records

***Routed To:*_____*Date*_____**

***Fee*_____*Date Called*_____**

Name:_____ Phone:_____

Address:_____

Title, Description & Date of Record:_____

Please provide any additional information that will help us locate them for you as quickly as possible.

_____

_____

I understand that per R.C.W. 42.17.320, the City of Ridgefield has five business days to respond to my request. If the information will not be available within five business days, an estimated date of completion will be given. I understand that per R.C.W. 42.17.260 (7+8) the City of Ridgefield will charge for the copies, and payment may be required before delivery of requested documents.

I understand that my request may contain information that is not disclosable pursuant to RCW 42.17.310. If this should be the case, I understand I will be notified in writing.

I further understand that RCW 42.17.260(9) prohibits the disclosure of lists of individuals when such lists are requested for commercial purposes. I therefore certify and declare, under penalty of perjury under the laws of the State of Washington, which I am not requesting the records listed above for commercial purposes.

_____ _____

Signature **Date**

OFFICE USE ONLY

ACTION TAKEN:

1. __Request granted __Acknowledged Estimated response 2-4 __Request denied See 2 & 5 __Withheld in part See 2 & 5

2. Request forwarded to City Attorney for review Date:_____

3. Notification of action taken to requestor Date:_____

4. If additional time needed, explain why_____

5. If denied or withheld in part, name the exemption contained in RCW 42.17 and how it applies _____

_____