



City of Wapato
205 East Third Street
Wapato WA 98951-1326

info@wapato-city.org
Phone: 509.877.2334
Fax: 509.877.3979

Please Print Name: _____ Date: _____

Phone Number: work: _____ home: _____ cell: _____

Complete Address: _____ City, State, Zip _____

Email: _____

Requested Documents: (Please be specific in describing the records being requested and any additional information that will help us locate them for you such as dates)

PUBLIC RECORDS OF THE AGENCY ARE PROVIDED FOR INSPECTION AND COPYING SUBJECT TO THE FOLLOWING REGULATIONS:

Requests should be for identifiable public records. If you are only looking for records during a certain time period, please so state. Please describe the documents you wish to review with specificity if you can.

You may review public records for free at City Hall. Please note the following rules regarding review of records:

1. No person shall knowingly alter, deface, or destroy public records of the agency.
2. Original copies of public records to the agency shall not be removed from the offices of the agency.
3. Care and safekeeping of public records of the agency, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requester.
4. Records furnished for public inspection shall be returned in good condition and in the same file sequence or organization as when furnished.
5. You may not be allowed to review records without a city staff person present to ensure protection and preservation of the documents. This is solely at the discretion of the City.

If you desire paper copies of documents, the charge for providing copies of public records is fifteen cents (\$0.15) per 8 ½ by 11 or 8 ½ by 14 inch page. Any larger documents will be charged at the actual cost of making copies, as those documents will need to be sent out to a third party for copying. All payments for copies shall be made in full in advance.

Pursuant to state law, the City shall respond within five (5) business days of receiving a public records request by one of the following: providing the record; acknowledging that the City has received the request and providing a reasonable estimate of the time the City will require to respond to the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request or; denying the request. In acknowledging receipt of a request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. The city follows the Public Records Act statute requirements.

You may review the Washington Public Records Act at RCW 42.56. The City strives to provide the fullest assistance possible for all Public Records Act requests. If you have any questions prior or during your request, please do not hesitate to contact the City.

Requestor certifies that if the request is for a list of individuals, that the information obtained through this request will not be used for commercial purposes.

Signature and Date