



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

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

PUBLIC RECORDS REQUESTS

The City of Wapato accepts public records request in the following ways:

1. Requestors may fill out the form found on this website and mailing it to the City, c/o the Public Records Officer at 205 E 3rd St, Wapato WA 98951;
2. Requestors may send an email request to info@wapato-city.org; or,
3. Requestors may call the City of Wapato at 509.877.2334 and ask for the Public Records Officer.

The Public Records Officer for the City of Wapato is Susan Pearson. However, there are other staff members in each department who also coordinate records requests. If you are requesting records from a specific department, such as the police or fire department, you may contact them directly.

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.