



## 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.**

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I understand that per R.C.W. 42.56, 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. 42.56 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 42.56. If this should be the case, I understand I will be notified in writing.

I further understand that RCW 42.56 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.

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**Signature**

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**Date**

**OFFICE USE ONLY**

ACTION TAKEN:

1. <input type="checkbox"/> Request granted	Acknowledged _____ Date completed _____	<input type="checkbox"/> Request denied _____ See 2 & 5	<input type="checkbox"/> 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 42.56 and how it applies	_____		

*It is the policy of the City of Ridgefield to keep and make available for inspection and copying certain public records and those public records of the City shall be kept and safeguarded.*

*All requests for public records shall be handled uniformly, fairly, and expeditiously. The City shall respond to all such requests. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives must respond by either (1) providing the record; (2) providing an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the agency must provide copies of the record or allow the requester to view copies using an agency computer; (3) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives will require to respond to the request; or (4) denying the public record request.*