



Public Records Request

SUBMIT REQUEST TO: Public Records Officer/City of Sequim Clerk's Office
By mail or in person: 152 West Cedar St., Sequim WA 98382
By email: PRArequests@sequimwa.gov **By telephone:** 360-681-3428

Please describe the records you are requesting in the space below or on an attachment. Please provide as much information as possible as this may expedite locating the responsive documents. You are not required to explain why you want a record, but often an explanation will help us locate them. Names, dates, addresses, permit or parcel numbers, incident types or case numbers are all useful information to expedite our search. For police records please provide your relationship to the case or incident (e.g. victim, defendant, parent of victim, "none"); this may determine the extent of records available to you.

I AM REQUESTING: _____

See attached sheet with additional information to assist response

Date Range: _____ Suggested Search Terms: _____

I would like to (*check appropriate box(s)*):

inspect the records at no charge (scheduled appointment may be necessary). I may request copies after inspection. (If copies are requested, the City may require additional time to fulfill the request.)

receive **printed/copied** or **electronic/digital** copies after paying required advance charges (see reverse). I understand that the City may collect full payment prior to producing records, or partial payments for records produced in installments. I understand that if I request production by email or internet dropbox, the City will require emailed or written confirmation of receipt of the e-records and that failure to agree to provide confirmation may result in the City's refusal to provide future e-records. City records are available to the public as provided under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act if it is not exempted under State laws.

Name (Please Print)

Mailing Address

City, State, Zip

Phone Number(s)

Limitation on Use for Commercial Purposes
Washington State law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
"Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing this form, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Email Address

Signature: _____

Date of Request

(Over)

IMPORTANT ADDITIONAL INFORMATION FOR REQUESTER

Copy Costs. The City may collect payment, in advance, for producing records in printout or photocopied form, or for scanning records into electronic form. Our fees are established by state law and adopted by ordinance. You will be contacted prior to production of the records with an estimated cost and to advise whether that cost is for the entire production or an installment. **Waiver or reduction of copy costs** may occur if page count is under 15, requester is listed as a crime victim, or where request is made under a statute other than RCW 42.56 (Public Records Act, "PRA").

Existing Records Only; Records -- Not "Answers." "Public record" is defined in RCW 42.56.010(4). Requests made under the PRA are for *existing* public records. An agency is not required to *create* a record in order to respond to you. See Sperr v. City of Spokane. If you are seeking information and not a document, our staff is happy to provide any information to the public that we are able to provide. However, a *Public Records* request is not the appropriate venue for that communication.

No "Standing" Requests. Your request will be fulfilled with records in existence *as of the date of your request*. If, after we have closed your request, we locate records that were in existence as of the date of your request but were inadvertently not produced, we will produce them. If, however, a pertinent record is created *after* the date of your request, it will not be produced without a new request being submitted. A record that was exempt from release at the time of your request, but later becomes non-exempt and disclosable, will also require a new request being submitted.

***Exempt Audiovisual.** The City often has records in audiovisual form. Sometimes these records contain portions that are exempt from release to the public. If you request a copy of such a record, or even if you ask to *inspect* such a record without receiving a copy, it may be necessary for the City to obscure images or mute voices. Since the City currently does not have the technology or expertise to perform this task, the services of an outside vendor are required. The City is allowed to charge a requester, in advance, for such services (RCW 42.56.120).

Abandonment of Request. It is important to maintain contact with the City while your request is being fulfilled. It is also important for you to respond to our requests for clarification or advance payment. If you fail to respond to a communication from us within 30 business days from the date of our letter or email, the City will deem your request to have been abandoned and it will be closed.

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