



## **PUBLIC RECORDS ACT RULES FOR THE CITY OF LAKE STEVENS**

**APPROVED: Resolution 2018-003**

**EFFECTIVE DATE: January 10, 2018**

### **PRA Rule 010. Authority and purpose.**

(1) **Authority.** Section 42.56.070(1) of the Revised Code of Washington (RCW) and Resolution 2011-10 require the City to make available for inspection and copying nonexempt public records in accordance with published rules. The Public Records Act ("the Act") under RCW 42.56.010 defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

(2) **Purpose of Rules.** The purpose of these Rules is to establish the procedures the City of Lake Stevens ("the City") will follow in order to provide full access to public records, fullest assistance to inquirers and the most timely possible action as required by RCW 42.56.100, mindful of the further requirement that the Rules must also protect the records from damage or disorganization and prevent excessive interference with other essential functions of the City.

These Rules provide information to persons wishing to request access to public records of the City and establish processes for both requestors and City staff that are designed to best assist members of the public in obtaining such access.

### **PRA Rule 020. Public records officer.**

Any person wishing to request access to public records of the City, or seeking assistance in making such a request, should follow the procedures set forth in these Rules and contact the Public Records Officer (the "PRO") of the City to submit such a request or to obtain assistance in making such a request:

City Clerk  
City of Lake Stevens  
1812 Main Street  
Post Office Box 257  
Lake Stevens, WA 98258  
Phone (425) 334-1012  
Fax (425) 334-0835

The PRO shall complete training as required by RCW 42.56.152 on the Public Records Act (chapter 42.56 RCW) and records retention (chapter 40.14 RCW). This training is required after the PRO assumes responsibilities and under the schedule in RCW 42.56.152 for refresher courses. Information is also available at the City's web site at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

### **PRA Rule 030. Availability of public records.**

(1) **Availability.** Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding legal holidays. Inspection of records shall occur at the central offices of the City unless another location is approved by the PRO or designee.

(2) **Organization of records.** The City will maintain its records in a reasonably organized manner. While committed to fully comply with the Act and these Rules, the City must also take reasonable actions to protect records from damage and disorganization and prevent excessive interference with other essential functions of the City. A requestor shall not take City records from City offices. A variety of records are available on the City's web site at [www.lakestevenswa.gov](http://www.lakestevenswa.gov). Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

### **PRA Rule 040. Public records requests.**

(1) Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request form attached as Exhibit A, or by letter, fax, or email addressed to the PRO. If the request is made by email it should be sent to [deputyclerk@lakestevenswa.gov](mailto:deputyclerk@lakestevenswa.gov). The request should include the following information:

Name of requestor; address of requestor; other contact information, including telephone number and any e-mail address; identification of the public records adequate for the PRO to locate the records; and the date and time of day of the request.

(2) A public record request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of the City's records.

(3) If the requestor wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements with the PRO to pay for copies or scans of the records as provided in PRA Rule 070 below.

(4) A form is available for use by requestors at the office of the PRO and on-line at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

(5) Public records requests are public records and subject to inspection or copying.

(6) The PRO shall accept requests for public records that contain the above information by telephone or in person. The PRO will confirm receipt of the information and the substance of the request in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

(7) Records requests may only include existing records. They cannot be used to obtain copies of records not yet in existence.

(8) The City may deny a bot request that is one of multiple requests from the requestor to the agency within a twenty-four hour period, if the City establishes that responding to the multiple requests would cause excessive interference with other essential functions of the City. A "bot" request means a request for public records that the City reasonably believes was automatically generated by a computer program or script.

### **PRA Rule 050. Processing of public records requests.**

(1) **Providing "fullest assistance."** Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the PRO will process requests in the order allowing the most requests to be processed in the most efficient manner. In an effort to better understand the request and provide all responsive records, the PRO can inquire about the purpose for the request but the requestor is not required to answer except to establish whether inspection and copying would violate RCW 42.56.070(9) (see PRA Rule 050(5) below) or other statute which exempts or prohibits production of specific information or records to certain persons.

(2) **Acknowledging receipt of request.** Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the PRO will do one or more of the following:

- a) Make the records available for inspection or copying;
- b) If copies are requested and payment or payment of a deposit is made as provided in PRA Rule 070 below, or terms of payment are agreed upon, send the copies to the requestor;
- c) Provide a reasonable estimate of any additional time needed to respond to the request and a date by which the records will be produced in whole or in part depending on whether the records are being provided in installments. The factors used to estimate the additional time needed must be based upon objective criteria. Additional time is allowed under the following circumstances:
  - i. to request clarification from the requestor if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the PRO will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a supplemental request;

- ii. to locate and assemble the information requested;
- iii. to notify third persons or agencies in the event the requested records contain information that may affect rights of others and may be exempt from production; or
- iv. to determine whether any of the information requested is exempt from production and that a denial should be made as to all or part of the request; or

(d) Deny or redact the request, specifying the reasons for denial or redaction, including supporting legal citations.

### **(3) Failure to respond.**

a) By the PRO. If the PRO does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the PRO to determine the reason for the failure to respond.

b) By the Requestor. If the requestor fails to respond to an agency request to clarify the request, and the entire request is unclear, the City need not respond to it. Otherwise, the City must respond to those portions of the request that are clear.

(4) **Injunction.** Pursuant to RCW 42.56.565, the City may seek to enjoin the inspection or copying of any nonexempt public record by persons serving criminal sentences in state, local, or privately operated correctional facilities.

(5) **Records exempt from production.** Some records are exempt from production, in whole or in part. If a record is exempt from production and subject to denial, the PRO will state the specific exemption and provide a brief explanation of the denial and how the exemption applies to the record being withheld. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption and denial is proper. If only a portion of a record is exempt from production, but the remainder is not exempt, the PRO will redact the exempt portions, produce the nonexempt portions, and indicate to the requestor why portions of the record are being redacted. (For the purposes of these Rules, redact means the exempt information will be covered in some manner and then the record will be photocopied and the photocopy then disclosed.)

Some records by law require third party notification or consent. The PRO will notify the requestor of the notification or consent requirement and add sufficient time to the estimated response time.

The City is also prohibited by statute from producing lists of individuals for commercial purposes. Therefore, if a request is received for any type of list of individuals, an inquiry as to whether the requestor intends to use the list for commercial purposes must be answered before the list can be provided. If the answer is that it will be used for such purposes, the list cannot be produced.

### **(6) Inspection of records.**

(a) Consistent with other demands, the City shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the City to copy or scan, if any, and provide payment for those copies or scans.

(b) The requestor must claim or review the assembled records within 30 days of the PRO'S notification to him or her that the records are available for inspection or copying/scanning. The PRO will notify the requestor, in writing, of this requirement and inform the requestor that he or she should contact the PRO to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period or make other arrangements, the PRO may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

(7) **Providing records in installments.** When the request is for a large number of records, the PRO may provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that manner. If, within 30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the PRO may stop searching for the remaining records and close the request.

(8) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the PRO will close the request and so inform the requestor.

(9) **Later discovered documents.** If, after the PRO has informed the requestor that he or she has provided all available records, the PRO becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, he or she will promptly inform the requestor of the additional documents and provide them on an expedited basis.

(10) **Requests for information or nonexistent records.** Requests for information are not public records requests. An agency is not required to conduct legal research for a requestor. An agency is not required to create records to respond to a request.

#### **PRA Rule 060. Processing of public records requests-electronic records.**

(1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** If public records are requested in an electronic format, the PRO will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in

which the agency keeps the record. Costs for providing electronic records are governed by PRA Rule 070 below.

**(3) Retaining electronic copies.** Because an electronic record is usually more susceptible to manipulation and alteration than a paper record, the City will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it provided if necessary.

**PRA Rule 070. Costs of providing copies of public records.**

(1) No fee will be charged for the inspection of public records or locating public records and making them available for copying, except as described in RCW 52.56.120(3).

(2) The City shall charge costs in accordance with the City's most current Council-adopted Fees Resolution, available on the City's web page at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

(3) The charges for public records in the City's Fees Resolution may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

(4) The City may charge a flat fee of up to two dollars for any request as an alternative to fees authorized under (2) this section when the City reasonably estimates and documents that the costs allowed under this subsection are clearly equal to or more than two dollars. An additional flat fee shall not be charged for any installment after the first installment of a request produced in installments. If the City has elected to charge the flat fee in this subsection for an initial installment, it may not charge the fees authorized in Section 2 on subsequent installments.

(5) The City shall not impose copying charges under this section for access to or downloading of records that the City routinely posts on its Website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

(6) A requestor may ask the City to provide, and if requested, the City shall provide, a summary of the applicable charge before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.

(7) The City may include a customized service charge, as allowed by RCW 42.56.120(3).

(8) The City may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If the City makes a request available on a partial or installment basis, the City may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the City is not obligated to fulfill the balance of the request. The City may waive any charge assessed for a request pursuant to City rules and regulations. The City may enter into

any contract, memorandum of understanding or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

(9) The PRO will not charge sales tax when it makes copies or scans of public records but if the records are sent to a third party for copying/scanning, that third party may charge sales tax and the requestor will be responsible for payment of that tax as well as the third party's actual charges for copies or scans.

(10) **Payment.** Payment may be made by cash, check, or money order made payable to the City, or by credit/debit card.

(11) **Other copying charges.** The Act generally governs copying charges for public records, but several specific statutes govern charges for particular kinds of records. The following nonexhaustive list provides some examples: RCW 46.52.085 (charges for traffic accident reports); RCW 10.97.100 (copies of criminal histories) and RCW 70.58.107 (charges for birth certificates). The City will charge the amount authorized pursuant to these other statutes rather than as provided under the Act.

(12) **Use of outside vendor.** An agency is not required to copy/scan records at its own facilities. An agency can send the project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. An agency can arrange with the requestor to pay the vendor directly. An agency cannot charge the default per page copying/scanning charge when its cost at a vendor is less.

### **PRA Rule 080. Review of denials of public records requests.**

#### **(1) Administrative review of denial of access.**

- a.** If the City makes a denial or partial denial of a records request, the requestor may object to the initial denial or partial denial of a records request by petitioning in writing (including email) to the PRO for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PRO or designee denying the request.
- b.** The PRO shall promptly provide the petition and any other relevant information to the City Administrator or designee. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree to.

(2) **Consideration of petition for review.** The denial or partial denial shall be deemed complete at the end of the second business day following the denial or partial denial of inspection, and shall constitute final agency action.

(3) **Judicial review.** Any person may obtain court review of: (1) the City's denials or partial denial of public records requests; or the reasonableness of the estimate of the

amount of time provided by the City; or the reasonableness of the City's estimate of the charges to produce copies of public records, as provided in RCW 42.56.550.

**PRA Rule 090. Exemptions provided by other statutes.**

(1) **Exemptions.** RCW 42.56.070(2) requires the city to set forth "for informational purposes" every law, in addition to the Act, that exempts or prohibits the production of public records. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

<u>RCW 2.64.111</u>	Documents regarding discipline/retirement of judges
<u>RCW 2.64.113</u>	Confidentiality – violations
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u>	Court-ordered mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Child victims and witnesses – protection of identity
<u>RCW 7.69A.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9A.82.170</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.030</u>	Organized crime special inquiry judge
<u>RCW 10.29.090</u>	Records of special inquiry judge proceedings
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition
	<b>Disclosure of identity of suspect to victim</b>
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child



<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential

<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos

<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health consumers
<u>RCW 71.05.395</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.400</u>	Information to next of kin or representative
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.427</u>	Information that can be released
<u>RCW 71.05.430</u>	Statistical data
<u>RCW 71.05.440</u>	Penalties for unauthorized release of information
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Authorization requirements and access to court records
<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.05.650</u>	Accounting of disclosures
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.200</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.210</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.225</u>	Release of mental health services information
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)

<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.09.900</u>	Medical assistance
<u>RCW 74.13.121</u>	Financial information of adoptive parents
<u>RCW 74.13.280</u>	Children in out-of-home placements - confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

**Selected Federal Confidentiality Statutes and Rules**

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers

**Exhibit A**  
**Public Records Request Form**  
**City of Lake Stevens, Washington**



**CITY OF LAKE STEVENS**  
**PUBLIC RECORDS REQUEST FORM**

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

Street

Suite/Apt

City

State

Zip Code

Requestor Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Request Made:  In Person  In Writing  Telephone  Fax  Email

Preferred Delivery:  Pick Up  U.S. Mail  Email (provide address)

Fax (provide number)  On-Site Inspection

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested, including dates. Also, please include the type of access requested (copying or inspection) and the medium requested.

I agree to pay the actual cost of duplicating, scanning, and/or mailing copies of the requested public records. I understand that the City is prohibited from disclosing lists of individuals to requestors for commercial purposes and do hereby swear under penalty of law that I will not use or allow others to use such public records for commercial purposes.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**CITY USE ONLY**

<b>ROUTING</b>	<b>COST</b>	<b>DISPOSITION</b>
PRR No. _____	Est. Duplication	<input type="checkbox"/> Request Granted
Date	Cost _____	Date
Received _____	Est. Delivery	Delivered _____
Staff	Cost _____	<input type="checkbox"/> Record Withheld in part
Name _____	Personnel	(explain)
Dept. _____	Cost _____	_____
Dept Forwarded To	Est. Total	_____
_____	Cost _____	_____
_____	Deposit	_____
Date _____	Amount _____	<input type="checkbox"/> Req. Denied (attach
Request forwarded to	Actual	explanation)
Attorney for review:	Cost _____	<input type="checkbox"/> Other:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	_____
Date _____	Paid _____	_____
Authorized for Release	Comments:	_____
<input type="checkbox"/> No (explain) <input type="checkbox"/> Yes	_____	_____
_____	_____	Scanned
_____	_____	Date _____
_____	_____	Filed request form with
_____	_____	Clerk _____
_____	_____	Date
_____	_____	_____
_____	_____	_____

Fax: 360-344-0835, Attn: Public Records Officer  
 Email: [deputyclerk@lakestevenswa.gov](mailto:deputyclerk@lakestevenswa.gov)  
 For Police Records Email: [pdrecords@lakestevenswa.gov](mailto:pdrecords@lakestevenswa.gov)  
 Mail: City of Lake Stevens, Attn: Public Records Officer, Post Office Box 257, Lake Stevens, WA 98258