City of Leavenworth

P.O. Box 287
Leavenworth, WA 98826
Phone: 509/548-5275
FAX: 509/548-6429

REQUEST FOR/ACCESS TO PUBLIC RECORDS

Date ______________________________

Name ______________________________
(Please Print)

Address ______________________________

City ____________________ State ________ Zip ____________

Phone ______________________________
(Home) (Work)

Action Requested:

Inspection ____________ Copy ________ Other ____________________
(Specify – Example: Email address)

Records Requested:
If an emergency request, indicate date desired: ____________________

Title of Record ______________________________

Date of Record ______________________________

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible.

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Number of Pages ____________ Number of Copies Requested ____________
(Price per page is $.15)

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.RCW 42.56.070(9)

Per RCW 42.56 the City of Leavenworth will respond in writing within five business days of the request. Acceptable response includes:

- *Photocopying or providing the opportunity to inspect the records*
- *Acknowledging receipt of the request and providing an estimate of the time needed to produce the records, or*
- *Denial of the request*

Per RCW 42.56.120 the City of Leavenworth charges $.15 for black or $1.50 for color per single sided, 8-1/2 x 11 page. Other sized copies may be available at a higher cost, and a postage charge may apply. Tape copy of recorded meeting is $5.00 per tape. For a full list of fees see the City of Leavenworth Rate & Fee Schedule.

Signature ______________________________

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For Department Use Only

Request received by: ____________________Date:____________ Time:____________.

This request has been given to ____________________on____________________.

Five-day response rule begins one working day after receipt. Staff assigned to this request must advise the City Finance Director on or before day 5 if documents are unable to be produced within five working days.

Department Action:

Release Requested Record ☐

Referred to Finance Director/City Attorney (may be exempt under code) ☐

Request denied ☐

Request acknowledged, estimated response date:____________ ☐

Total Charges ______________________________