

CITY OF CONNELL, WASHINGTON
104 E. Adams Street, P. O. Box 1200
Connell, Washington 99326-1200
Phone: 509-234-2701 Fax: 509-234-4140

REQUEST FOR PUBLIC RECORDS FORM

NAME: _____ DATE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: HOME _____ BUSINESS _____

RECORDS REQUESTED:

Title of Record _____
Date of Record _____

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

I do hereby certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes. I also have been made aware that all costs incurred by the City for reproducing and delivering the above requested records will be billed directly to me and that I agree to reimburse the City for these costs.

Signature: _____

(For Official Use Only)

REQUEST RECEIVED BY: _____ DATE RECEIVED: _____

	Total Charges
Total Number of copies: _____	_____
Out of Pocket Charges: _____	_____
Postage/Shipping: _____	_____
TOTAL DUE: _____	_____

I certify under penalty of perjury that on _____ (date) I hand-delivered / mailed the above requested documents to the individual so named above at the address as listed.

Employee's Signature: _____

PROCEDURES REQUIRED IN THE DISCLOSURE OF PUBLIC RECORDS

The City of Connell will make records available to the public through the following procedures:

1) REQUEST FOR AND ACCESS TO PUBLIC RECORDS: This form must be completed in its entirety by the individual or company requesting the information.

2) HOURS OF INSPECTION: Records are available for inspection to the public during normal business hours of 9:00 a.m. to 12:00 noon and 2:00 p.m. to 5:00 p.m., Monday through Friday.

3) ACCESS TO RECORDS: All files are the permanent record of the city. Originals are not allowed to be taken from the City Hall. Permanent records such as Minute Books and Ordinance Books are available for reading and copying. These books are not checked out or loaned to the public. (See Fee Schedule for Records Reproduction).

4) RESPONSE TO REQUESTS: Within five business days of receiving a request for public record, the city staff will respond by either:

- * Providing for inspection and/or copying of the record;
- * Acknowledge receipt of the request and provide an estimate of the time necessary to respond; or
- * Denial of your request.

Due to a variety of circumstances which may affect the ability of staff to retrieve the requested information, it may be necessary to allow additional time in order for staff to respond to your request for information, the reasons may be as follows:

- * Clarification of the intent of the request;
- * Location and assembly of the information requested;
- * Notification of third persons or agencies affected by the request; or
- * Determination of whether any of the information is exempt and whether a denial should be made as to all, or part, of the request.

5) DENIAL OF THE REQUEST FOR PUBLIC RECORD: If the information you have requested is exempt from public inspection in accordance with RCW 42.17.310 or other statutes governing the right to privacy of information, a written statement will be mailed to you stating the reasons for denying your request.

6) RETENTION AND DESTRUCTION OF PUBLIC RECORDS: Public records are retained and destroyed in accordance with the Records Management Manual and General Records Retention Schedule for Cities and Towns as published by the State Archivist of the Division of Archives and Records Management. Generally the period of records retention is seven years. Some records are less and some are permanently archived.