



City of Connell

EASTERN
WASHINGTON'S
HARVESTLAND

104 E. Adams, P.O. Box 1200 ♦ Connell WA 99326
(509) 234-2701 ♦ Fax: (509) 234-2704 ♦ www.cityofconnell.com

Public Records Request Form

Name of Requestor (Please print)

Date of Request

Address

Mailing Address (if different)

City, State, Zip Code
()

Phone Number

E-Mail Address

Signature of Requestor

Limitation On Use For Commercial Purposes

Washington State law, RCW 42.56.070(9), 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 below, you are certifying that that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Document Title: _____

Date(s) of Record: _____

Case Number _____

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible.

I would like to:

Inspect the records at no charge (I may request copies after inspection)

Receive a copy of the Requested Records by:

Emailed _____

Fax _____

Mailed US Postal Service (with postage fee) _____

I will pickup records requested in person from City Hall _____

(First 50 copied pages free, then .15 per page for each calendar year)

Cost of Record Request

Total Number of Pages: _____

CD Charge _____

Postage/Shipping Charge _____

Other Charges _____

Total Charges _____

Date Request Completed _____

Payment Received Date _____

City Staff Use Only

Request Received by: _____ Date Received _____

Format Request received in: _____ Department _____
Fax _____ Record Log Number _____
Phone _____
Email _____
In person _____

I certify under penalty that on _____ (date), I hand-delivered, faxed, emailed, or mailed the above requested document to : _____ as requested.

Staff Signature: _____

Event Tracking		
Event	Dated	Staff Initials
Five-Day Notice Sent:	_____	_____
Date For First Installment:	_____	_____
First Installment Provided:	_____	_____
Other Installments Provided:	_____	_____
Response completed:	_____	_____

NOTES

Public Records Not Provided

- Requested Documents Not Found
- Not Valid Public Records Request