

**CITY OF GOLD BAR
REQUEST FOR ACCESS TO PUBLIC RECORDS**

Requestor's Name _____
Street Address _____
Mailing Address _____

Telephone _____

RECORDS REQUESTED: Please describe the **SPECIFIC** records you are requesting and any additional information that will help us locate said records (dates, names, etc.). Please indicate which records you wish to have photocopied. Otherwise, the records will be made available for your review. The fee for copying is \$0.15 per copy plus labor at \$28 per hour or portion thereof. The Revised Code of Washington states that records must be made available in a reasonable length of time. Depending on the complexity of the request, the City will endeavor to fill requests within five (5) days.

I hereby certify that if a list of individuals is obtained through this request for public records the information will not be used for commercial purposes.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY	
Date Received _____	Received By _____
Forwarded To _____	Respond By (Date) _____
Staff Comments:	

