

CITY OF BURLINGTON REQUEST FOR PUBLIC RECORDS

PLEASE PRINT CLEARLY

Requestor's Name: _____

Street Address: _____

Mailing Address: _____

Telephone Number: _____

Date of Request: _____

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 (fee for photocopies is \$.15 per page or additional fees if copies are of such items as blue prints, photographs, tape recordings, etc. – payment in full shall be required before release of copied documents). Otherwise, the records will be made available for your review. Depending on the complexity of the request, the City will endeavor to fill requests within 1-5 days.

Records Requested: _____

Is information requested to be used for commercial purposes? (Yes/No) _____

Signature of Requestor

FOR OFFICIAL USE ONLY

DATE REQUEST RECEIVED: _____ **RECEIVED BY:** _____

ACTION ON REQUEST FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE (5) BUSINESS DAYS (SEE R.C.W. 42.17.320)

1. Action Taken:
- Request Granted
 - Acknowledgment
Estimated Response Date Provided (See No. 4)
 - Record Denied (See Nos. 5 & 6)
 - Record Withheld in Part (See Nos. 5 & 6)

2. Request forwarded to attorney for review: No Yes Date Forwarded _____

3. Notification of Action Taken to Requester: _____ Date of Notification: _____
a) Request Granted
b) Need for Additional Time How Long? _____
c) Request Denied
d) Record Withheld in Part

4. If additional time needed, explain why:

5. If request denied or record withheld in part, name the exemption contained in Chapter 42.17 RCW which authorizes withholding or denial:

6. If request denied or record withheld in part, explain how the exemption applies to this record:

7. Request Received By: _____ Date: _____ Department: _____

FEES

Standard Copy Charge @ \$.15 per page
Charge _____ pages @ \$.15 per page \$ _____
Other (Refer to Current Records Index & Fee Schedule) \$ _____
Total Fees: \$ _____

DOCUMENTS PROVIDED: BY: _____
(NAME OF EMPLOYEE)

DATE PROVIDED: _____
MAILED: _____
PICK UP: _____

FEES PAID: _____
RECEIVED BY: _____
(NAME OF EMPLOYEE)
RECEIPT #: _____
DATE OF RECEIPT: _____

BURLINGTON PUBLIC RECORDS ACCESS
DECLARATION TO RELEASE PUBLIC RECORDS

(PRINT NAME)

Having been duly sworn, deposes and says:

1. I have requested copies of the following public records:
-

2. I understand that Washington State Law, RCW 42.17.260(9), prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for same for commercial purposes. I understand that I may be liable in either case.

5. I understand that "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.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the City and its appointed and/or elected officials, agents and/or employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

Signature of Requestor

Signature of Witness (City Employee)

Date