



PO Box 489, Orting, WA
Phone: (360) 893-2219 Fax: (360) 893-6809
www.cityoforting.org

Request for Public Records

Please describe the records below, providing any additional information that will help us locate them for you as quickly as possible. Use appropriate document title and date if known.

Within five business days of receipt of the request the City will respond by:

1. Making the record available for inspection or copying: or,
2. Acknowledging the receipt of request and providing a reasonable estimate of time the City requires to respond to the request; or
3. Deny the request because the public record is exempt from disclosure. (RCW 42.56)

Washington State law (RCW 42.56.070(9)) prohibits the use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes I may violate the rights of the individuals named and I may be liable for damages.

“Commercial Purposes” means the person requesting the record intends the information will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activities.

I certify the information obtained through this request for public records will not be used for commercial purposes.

Dated this _____ day of _____, 20__.

Signature

Print Name

Mailing Address

City

State

Zip

Phone #

For office use only

Request Granted Date: _____ Charges: # of pages _____ x .15 = \$ _____

Request Denied Reason: _____

Employee Signature