Public Records Request
City Hall, 12835 Newcastle Way, Suite 200, Newcastle, WA 98056
Phone: 425.649.4444  Fax: 425.649.4363

Requestor Name: ___________________________ Date: ___________________________
Requestor Address: ___________________________________________ Phone Number: ___________________________
_________________________________________________________ Fax Number: ___________________________
_________________________________________________________ Email Address: ___________________________

Requested Documents: (Please include any information that would assist in locating records such as a physical address or any other identifiers)
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

☐ I would like to pick up and pay for copies when available. Copies must be arranged by City staff.
☐ I would like to review the records before copies are made.
☐ I would like copies sent to me at the address above and agree that any charges will be paid prior to the records being sent.
☐ If available in electronic format, I would like the copies sent electronically at no charge.

Copying Costs Per Page Side: The City charges $.15 per side for black and white copies up to 11 x 17 in size. Color copies of 8.5 x 11 and 8.5 x 14 documents are $.30 per side. Color copies of 11 x 17 documents are $.50 per side. Large plot paper copies are $2.50 per sheet. A deposit may be required on extensive records requests. An additional fee may be charged for the cost of mailing.

Policy: It is the City’s policy to respond within five business days of receiving a public records request by either 1) providing the record; 2) providing an internet address and link on the City’s website to the specific records requested; 3) acknowledging that the City has received the request and providing a reasonable estimate of the time the City will require to respond to the request; or 4) denying the request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the City need not respond to it. RCW 42.56.520 (in part) and City of Newcastle Municipal Code Chapter 2.40

Requestor Signature ___________________________ Date ___________________________

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF
Request best handled by the ___________________________ Department; therefore, for purposes of processing, a copy of this request was provided to ___________________________ on: ___________________________.

Responsible staff must advise the City Clerk’s Office, on or before ___________________________, regarding the status of locating and assembling the records. The Clerk will determine if exemptions apply and respond to the requestor.

Was 5-day letter sent: Yes ______ No ______ Date: __________ Attached ______

Notes: ____________________________

Request was satisfied: ______ Not satisfied: ______ (attach response documentation)

Number of Copies: ___________________________ Fee: $ ___________________________ City Staff: ___________________________

This document is a public record and may be disclosed