



Request for Disclosure of Public Records

Date Received: _____

Tracking No.: _____

Full Name: _____ Phone: _____
 Company/Agency: _____ Alt Phone: _____
Optional
 Mailing Address: _____ Email: _____
 City, State, Zip: _____

Records requested:

Title of Record(s): _____
(if known)

Date of Record(s): _____ Location/Department: _____
 (if known) (if known)

Please describe the records you are requesting with any additional information that will help us locate the records for you as quickly as possible. If more space is needed, please attach pages or include additional details and information in your cover letter or email.

Response Requested:

- I wish to discuss options for copying or reviewing records once an installment is available (before copies are made).
- I wish to make an appointment to review the records in person.
- I wish to receive copies/duplicates of the records indicated above. I understand that fees* may be charged for duplication of records per [BLMC Chapter 3.90](#). I would like to receive the records by having them:
 - Sent to me by **mail**.
 - Picked up **in person**.
 - Sent to me by **email** (if possible).

* **Fees:** For a complete list of applicable fees see [BLMC Chapter 3.90](#). Postage/delivery services are charged at actual costs.
Paper Copies: Up to and including 11" x 17", Grayscale/color copies are \$0.15 per page (including duplex pages). No charge for first 10 pages. For maps/large copies, see [BLMC Chapter 3.90.030](#).
Scanned Copies: Up to and including 11" x 17", Grayscale to PDF - \$0.015 (1.5 ¢) per impression. Color to PDF - \$0.07 per impression. No charge if the total calculated fee is less than \$4.00.

Acknowledgements:

I understand that per RCW 42.56.520, the City of Bonney Lake has five business days to respond to my request. If the information will not be available within five business days, an estimated date of completion will be given.

I understand that per RCW 42.56.120 the City of Bonney Lake will charge for copies of records; that the City may require a deposit of up to 10% of the estimated charge at the time the request is submitted; and that full payment may be required prior to delivery of documents. In addition, per RCW 42.56.120, the City may provide records on a partial or installment basis as they are assembled/readied for disclosure. In that event, I understand that the City may charge for each part of the request as it is provided, and that if I do not claim or review any installment of records requested, the City is not obligated to fulfill the balance of the request.

I understand that my request may contain information that is exempt from disclosure pursuant to specific exemptions contained in RCW 42.56 or other statutes. If this should be the case, I understand I will be notified in writing.

THE FOLLOWING PROVISION APPLIES ONLY TO REQUESTS FOR LISTS OF INDIVIDUALS:

I understand that RCW 42.56.070(9) prohibits the City from disclosing lists of individuals for commercial purposes; "commercial purposes" means use of information to communicate with individual(s) named in the record(s) for the purpose of facilitating profit-expecting activity. I understand that the use of said records for commercial purposes may violate the rights of the individuals named therein and may subject me to liability for such commercial use, by myself or others. Therefore, I hereby declare, under penalty of perjury, that I am not requesting lists of individuals for commercial purposes.

Initial

Signed (Type name if submitting via email)

Date

Return completed form to Attention: City Clerk - City of Bonney Lake

Email: publicdisclosure@citybonneylake.org
 Mail: P.O. Box 7380, Bonney Lake, WA 98391
 Fax: (253) 862-8538

In Person: Justice & Municipal Center
 9002 Main St E, Suite 125
 Bonney Lake, WA 98391
 Phone: (253) 862-8602

For Department Use

Date Closed: _____
 Department: _____
 Pg/Doc Total: _____
 Fees Due: _____ Pd: _____