



City Clerk's Office
 109 SW 1st Street, Suite 221
 Battle Ground, Washington 98604
 (360) 342 - 5008

Public Record Request #	_____
City Clerk Initials	_____
Date Received	_____

Request for Public Records or Information

Requests for public records are governed by RCW 42.56. Upon receiving a request for public records, the City will respond within five (5) business days by either providing the record or making an acknowledgement of the request and providing a reasonable estimate of time that will be required to provide or deny the request with specific reasons for the denial. For more information on the City's public records process, or to check on the status of your request, please contact the City Clerk at (360) 342 - 5008 or via e-mail at Claire.lider@ci.battle-ground.wa.us.

Date of Request: _____

Name: _____

Representing: _____

Address: _____

Phone Number: (_____) _____

Public Documents Requested: *Please provide a description of the records you want to help us locate them for you as quickly as possible. For example, if known, list date of record, range of dates, title of record, subject of record, etc.*

How would you like the records to be provided?

- I want a copy of the requested records. (Note: Copying costs may be charged in advance.)
- I want to inspect records, but do not want a copy.
- I want to inspect records and select records to be copied.
- Other: _____

By signing below, I understand and agree that I will not use these public records for commercial purposes.

Signature: _____ Date: _____

City Staff

Please complete all sections and return this form no later than the close of the business day in which the request was received.

Section 1.

Request Received by: _____ Date: _____

Section 2. Select one (if unknown, contact City Clerk immediately):

<p><input type="checkbox"/> Court Requests:</p> <p><input type="checkbox"/> Request forwarded to City Clerk within same business day in which the request was received.</p> <p><input type="checkbox"/> Request will be fulfilled by the Municipal Court within 5 business days and released documents (or a released file reference number) will be forwarded to the City Clerk.</p> <p><i>Lead Court Clerk Signature:</i></p> <p>_____</p>	<p><input type="checkbox"/> Police Requests:</p> <p><input type="checkbox"/> Request forwarded to City Clerk within same business day in which the request was received.</p> <p><input type="checkbox"/> Request will be fulfilled by the Police Department within 5 business days and released documents (or a released file reference number) will be forwarded to the City Clerk.</p> <p><i>Authorized Police Department Representative:</i></p> <p>_____</p>	<p><input type="checkbox"/> All Other Requests:</p> <p>Forward this form to the City Clerk.</p>
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