



Public Records Request

Address: City Hall, 801 228th Avenue SE
 Sammamish, Washington 98075
 425.295.0500 (Telephone) 425.295.0600 (Fax)

Please clearly print the following information Name: _____
 Address: _____
 Telephone: _____
 Fax/Email: _____

Requested Documents: (Please be specific in describing the records being requested and any additional information that will help us locate them for you, such as dates)

The small print: 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) 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 3) 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)*.

 Signature

 Date

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

Date Received:	Received By:	Forwarded to:	Respond By (date)
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Comments:

Request was satisfied: Yes No Denied for the following reason: _____
 Date Completed: _____ City Representative: _____ Time to Fulfill Request (n/c) _____
 Number of Copies @ .15 per copy: _____ = \$ _____ Sales Tax @ 9.5% _____ Total \$ _____
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