



REQUEST FOR PUBLIC RECORDS

Molly Towslee
 City Clerk/Public Records Officer
 3510 Grandview Street | Gig Harbor, WA | 98335
cityclerk@gigharborwa.gov

REQUESTOR CONTACT INFORMATION – PLEASE PRINT			
Requestor Name:			Date of Request:
Phone Number:		Email:	
Mailing Address:			
How would you like to receive the files/materials? <input type="checkbox"/> Electronic <input type="checkbox"/> In Person <input type="checkbox"/> By Mail			

PUBLIC RECORDS REQUESTED – PLEASE PRINT
Site Address(s):
Please describe the SPECIFIC record(s) you are requesting, including date(s):

GIG HARBOR PUBLIC RECORDS ACCESS DECLARATION TO RELEASE PUBLIC RECORDS
I declare under penalty of perjury under the laws of Washington that the following is true and correct: I will not use any requested list of individuals for a commercial purpose (profit expecting activity). (CHAPTER 42.56 RCW)
Signed this _____ day of _____, 20____ at _____ (city), _____ (state)
Signature of Requestor: _____
Date Submitted: _____

FEES (There is no fee for inspecting public records)					
Paper Copies <i>(first 50 are free)</i>	Scanned Copies <i>(first 50 are free)</i>	Oversized Copies/Scans greater than 11"x17"	Electronic Files or Attachments to Email	Charge for Transfer/Sharing of Electronic Records	Copy of existing CD or burning documents to CD
A fee of \$0.15 per page for black and white copies and \$0.20 per page for color 8 ½" x 11", 8 ½" x 14" and 11"x17"	A fee of \$0.10 per page 8 ½" x 11", 8 ½" x 14" and 11"x17"	Scans will be charged \$0.50 per page Copies will be charged \$6.80 per page	\$0.05 per file charge for more than 80 electronic files or attachments.	Records transmitted electronically will be charged \$0.10 per gigabyte	\$1.00 per CD

CITY OF GIG HARBOR | OFFICE USE ONLY
NOTIFICATION TO REQUESTOR OF ACTION TAKEN MUST BE WITHIN FIVE BUSINESS DAYS

Received By: _____	Date Received: _____
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Date Requestor Notified of Action to be taken: _____

Action Taken: Request granted Need for additional time (*why?*) Clarification needed (*why?*)
 If applicable, explain why?

Additional Actions Taken: Request forwarded to attorney for review | Date forwarded: _____
 Other action taken? Request denied Record withheld in part
 If request denied or records withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial and how it applies to this record:

 Withheld/Redacted

Estimated response time to fill request (if not given at time of request): _____

COMMUNICATION LOG	
DATE	NOTES

RESULTS			
No. of Staff:		Estimated Staff Time:	
Total Scans (<i>first 50 free</i>):	_____ x \$ _____ = \$ _____		
Total Copies (<i>first 50 free</i>):	_____ x \$ _____ = \$ _____		
Total Oversized:	_____ x \$ _____ = \$ _____		
	Total Fees Due = \$ _____		
Fees Collected:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A: Existing electronic or extra copies		