CITY OF GIG HARBOR - REQUEST FOR PUBLIC RECORDS
Return to City Clerk's Office at 3510 Grandview Street, Gig Harbor, WA 98335
or fax to (253) 851-8563

Name of Requestor:_____ Phone: _____

Email Address: _____ Date of Request: _____

Address: _____

_____

Request Made: In person: _____ In writing (includes e-mail): _____ By phone (fax): _____

Detailed, specific description of Public Record(s) Requested. _____

_____

_____

Date(s) of Public Record(s) Requested: _____

FOR OFFICE USE ONLY

NOTIFICATION TO REQUESTOR OF ACTION TAKEN MUST BE WITHIN FIVE BUSINESS DAYS

1. Request received by: _____ Date Received: _____

2. Date Requestor Notified of Action to be taken _____

Action taken (check one): a) Request granted: _____ b) Need for additional time: _____

If additional time needed, explain why: _____

_____

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

3. Request forwarded to attorney for review?: No: _____ Yes: _____
(date forwarded)

Other Action Taken? c) Request denied: _____ d) Record withheld in part: _____

If request denied or record withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial and how it applies to this record: _____

_____

_____

7. Additional Notes: _____

_____

_____

_____

8. Date Record(s) Provided: _____ Number of staff: _____ Est. Staff time: _____

GIG HARBOR PUBLIC RECORDS ACCESS
DECLARATION TO
RELEASE PUBLIC RECORDS

_____
(Print Name)

having been duly sworn, deposes and says:

1. I have requested copies of the public records identified on the opposite side of this page.

2. I understand that the Public Records Act, chapter 42.56 of the Revised Code of Washington, prohibits the City from disclosing lists of individuals to requestors for commercial purposes.

3. I understand that the use of lists of individuals for commercial purposes may violate the rights of the individuals named thereon and may subject me to liability for such use.

4. I understand that “commercial purposes” is defined as an intent to use the list of individuals in such a manner as to facilitate commercial activity, regardless of whether the individuals on the list are directly contacted.

5. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use such public records for commercial purposes, and that I have not requested such records in order to allow other persons to use the public records for commercial purposes.

_____ _____
Date Signature of Public Records Requestor