



REQUEST TO INSPECT OR COPY PUBLIC RECORDS

Requests for public records are governed by RCW chapter 42.56 and the City's adopted policies. The City of La Center will respond promptly to all requests for public records. However, requests for research or information that is exempt from disclosure may not be granted. You may contact City Hall at 214 E. 4th Street or call (360) 263-8662 to check on the status of your request.

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

PHONE & E-MAIL: _____

Request Made: In Person In Writing Telephone Fax E-mail

How would you prefer to be notified when the records are available?

 In Writing Telephone Fax E-mail

Public Records Requested (Be specific: include address and owner of property, file name or number, time period, incident location and date, etc.):

I understand that Washington State law exempts certain documents and records from public inspection and prohibits the use of lists of individuals for commercial purposes. I understand that there is no charge for inspection of public records. I will be charged 15 cents per copy for standard letter size copies and the city's cost for providing oversized paper or other formats. If the City must use outside sources to make duplicates of records such as photographs, blueprints or tape recordings, I understand I will be charged the city's actual cost of producing these documents.

Is the information requested a list of individuals that will be used for a mailing list for commercial purposes? yes no. If yes, please complete the following form.

SIGNATURE

DATE

Note: This form needs to be completed only if the request is for a mailing list of individuals to be used for commercial purposes.

LaCENTER PUBLIC RECORDS ACCESS DECLARATION TO RELEASE PUBLIC RECORDS

(print name)

1. I have requested copies of the following public records:

2. I understand that Washington State law, RCW 42.56.070, prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for same for commercial purposes. I understand that I may be liable in either case.

5. I understand that “commercial purposes” means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

Signature