



City Clerk/Public Records Officer
 301 Yakima Street/P.O. Box 519, Wenatchee, WA 98807
 Phone (509) 888-6204 Email: cityclerk@wenatcheewa.gov

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at the address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

SECTION A: FOR CITY USE ONLY
Date:
Department:
Request Received By:

This completed form is an open public document and may be released to any requestor.

Section B – Requestor/Records Request Information

Requestor Name:	Phone Number:	Email Address:	
Address:	City:	State:	Zip:
I wish to: inspect receive a copy of the following specific record(s):		Request made:	
		<input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> by mail <input type="checkbox"/> by email	
Attach request if applicable.			
If record(s) concern individual(s) other than requestor, please state name(s):		If this request is for a list of individuals, is the list to be used for commercial purposes?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Requestor:		Date of Request:	

Section C – City of Wenatchee Response

- ALLOW ACCESS - Charge is \$.15 per page for each 8 ½” x 11” black and white photocopy
- WE DO NOT HAVE THE RECORD(S)
- DENY ACCESS - The records you have requested are legally exempt from public disclosure.
The exemption log will be provided to the requestor.

Section D – Requestor Notification

Person contacted:		Date:	Time:
<input type="checkbox"/> by mail <input type="checkbox"/> by phone <input type="checkbox"/> in person <input type="checkbox"/> by email	I made the City's final response as stated: _____ Signature		