

**CITY OF FIRCREST**  
**115 Ramsdell Street, Fircrest, WA 98466**  
**(253) 564-8901 or jwestman@cityoffircrest.net**

**REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

NAME \_\_\_\_\_ *Representing* \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL (electronic delivery is preferred but not guaranteed) \_\_\_\_\_

DESCRIPTION OF RECORD (Include Title of Record and Date/s)

(If you need additional information, please attach a second page)

**AFFIDAVIT:**

*I understand that Washington State law limits certain uses, including but not limited to RCW 42.17A.555, prohibiting using lists of persons to promote the election of persons or for promotion or opposition of ballot measures and RCW 42.56.070(9), prohibiting using lists of individuals for commercial purposes. By submitting this form, I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of State law.*

\_\_\_\_\_  
Signature Date

1) Person receiving request \_\_\_\_\_  
Date

2) Request Approved ( ) Request Denied ( )  
Reason for Denial \_\_\_\_\_

\_\_\_\_\_  
Person Approving or Denying Request (signature) Date

3) Request filled by Department(s) \_\_\_\_\_ Date Filled \_\_\_\_\_  
Charges \$ \_\_\_\_\_ (Staff: Make second copy for vault file)

4) Notification of Pick Up Date/Time \_\_\_\_\_ By \_\_\_\_\_

5) Date Picked Up \_\_\_\_\_ Receipt No: \_\_\_\_\_ (Return this form and vault copies to City Clerk)

**CITY OF FIRCREST**  
**Public Records Request Process**

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Requests for public records are governed by RCW 42.56. The City of Fircrest attempts to promptly respond to all requests for public records as fully as resources will permit, subject to any restrictions imposed by law.

The City Clerk has been designated as the City's Public Records Officer. Requests for public documents can be submitted to the City Clerk at:

115 Ramsdell Street  
Fircrest, WA 98466  
Phone: (253) 564-8901  
Email: [jwestman@cityoffircrest.net](mailto:jwestman@cityoffircrest.net)

A complete and signed Request for Disclosure of Public Records form in most cases will be necessary.

A response will be made within five (5) business days of receiving the request and will be either 1) provision of records requested, 2) notice that records requested will be provided upon receipt of payment to cover costs, 3) notice as to when records will be reproduced, 4) request for clarification as to specific records requested, 5) request under review, or 6) notice that the request is denied.

***Certain information is exempt from disclosure; refer to RCW 42.56 for information on State law regarding public records and certain records that are exempt from public disclosure.***

**Availability of Public Records:** Public records are available for inspection and copying during normal business hours, Monday through Friday, except for City legal holidays.

**Fees:** Under RCW 42.56.120 The City of Fircrest reserves the right to charge the statutory default fees. There is no charge for the inspection of public records. There is a 15 cents charge for each copy of a single-sided, 8 ½ x 11 page (double-sided pages are 30 cents). Scanned or electronic records are also subject to fees per RCW 42.56.120. A copy fee may include postage or delivery charges and the cost of any container or envelope used to send the public records to the requester. If the City uses the services of a company or agency to satisfy the request, the requester shall pay the actual cost of those services.

**Deposit for Duplication:** The Public Records Officer may require the requester to deposit a sum equal to 10% of the estimated cost before duplication of the records. If a deposit is required, the City will notify the requester of the necessity of the deposit. If the actual duplication and deposit fees are less than the amount deposited by the requester, the City will return the sum over the actual amount to the requester.

**Payment of Required Fees:** Payment of duplication and applicable postage fees shall be made before the disclosure of public records. When a deposit is required, the payment of a deposit shall be made before the duplication of any records. All payments shall be made by cash, money order, or check payable to the City of Fircrest.

If you have any questions regarding the Public Records Request Process, you may contact the City Clerk.