



PUBLIC RECORDS REQUEST FORM

City of Carnation

(425) 333-4192

4621 Tolt Avenue / P.O. Box 1238 Carnation, WA 98014

clerk@carnationwa.gov

The following form is to be filled out at the time of request by the person requesting the public records:

Name of the Requestor: _____

Phone: _____

Address: _____

Date of Request: _____

Request Made: In-person

Mail

Email

Description of Public Record(s) Requested:

Public Record Reference Date Range if known: _____

FOR OFFICE USE ONLY

ACTION ON REQUESTS FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE BUSINESS DAYS
(SEE RCW 42.56.520)

1. Action Taken:

Request Granted Acknowledgment; Estimated Response Date Provided (See No. 4) Record Denied (see Nos. 5 and 6) Record Withheld in Part (See Nos. 5 and 6)

2. Request forwarded to the attorney for review: No Yes, Date Sent: _____

3. Notification of Action Taken to Requestor Date of Notification: _____

Request Granted

Need for Additional Time How Long? _____

Request Denied

Request Withheld in Part

4. If additional time is needed, why?: _____

5. If the request is denied or a record is withheld in part, name the exemption contained in Chapter 42.56 RCW which authorizes withholding or denial: _____

6. If the request is denied or the record withheld in part, explain how the exemption applies to this record:

7. Request received by: _____ Department: _____ Date: _____

**CARNATION PUBLIC RECORDS ACCESS
DECLARATION TO RELEASE PUBLIC RECORDS**

TO BE COMPLETED AND SIGNED WHENEVER THE REQUESTED RECORDS
CONTAIN A LIST OF INDIVIDUALS PURSUANT TO RCW 42.56.070(8)

_____ swear, affirm and declare as follows:
(Please Print Name)

1. I have requested copies of the public records listed on page A-1, which records include one or more lists of individuals:
2. I understand that Washington state law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes.
3. I understand that "commercial purposes" includes business activity by any form of business enterprise intended to generate revenue, profit and/or financial benefit.
4. Therefore, I hereby swear, warrant, represent and affirm that I will not use said records for commercial purposes, and that further acknowledge that it is my affirmative duty to prevent others within my control and/or influence from using said records for commercial purposes.
5. I further swear, warrant, represent and affirm that my purpose in requesting the above-referenced records is exclusively limited to the following (describe):

I swear under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Signature: _____

Date and Place of Signing: _____