



**Request for Public Records
(RCW 42.56)**

Return to:
City Clerk
City of Enumclaw
1339 Griffin Avenue
Enumclaw, WA 98022

or e-mail: mburwell@ci.enumclaw.wa.us

DATE: _____

Name/Address of Requester:

Phone #: _____
 e-mail: _____

To assist us in answering your request accurately and promptly, please identify the record(s) you wish to inspect by referring to a specific title, name, identification number and/or description.

Please tell us how you would like to receive the record(s) (e.g. electronically, inspect the records, hard copies). There may be a fee for copying or scanning of the records, which must be paid prior to the release of the record(s). The City's fee resolution sets forth the fees.

Response time: Within five business days you will either be provided with the record(s) requested; be given an estimate of the time it will take to provide the record(s); or, if the document is exempt from the Washington State Public Records Act (RCW 42.56), be denied the request.

If any plans with an engineer's or architect's stamp are provided as part of this request, the requestor must contact the engineer of those plans for prior approval if they are intended to be re-used for construction/permitting.

RCW 42.56.070 prohibits the City from releasing lists of individuals that are requested for commercial purposes.

I have read the above. I certify, swear and affirm under penalty of law, that I will not use the requested records for commercial purposes in the event that a list of any type is included in the material being requested. I will hold harmless and indemnify, including costs to defend, the City of Enumclaw, its officers, agents and employees from any claims arising either directly or indirectly from the commercial use of said records.

 Signature

 Date

FOR DEPARTMENT USE ONLY:	
Date & Action Taken on Request:	Tracking Number:
Fee, If Applicable:	Name of Person Taking the Action: