



City of White Salmon

Public Records Request Form

APPLICANT:		
Name:	Phone:	Email:
Address:	City:	State/Zip
REQUESTED INFORMATION:		
I request copy(s) of:		

Please check if you would like to inspect these records (staff will call to set up an appointment).

OPTIONAL (This is not required to make a public records request.)
To better serve our community, please provide the reason you are requesting the above items:

Per RCW 42.56.520, the City shall respond promptly to your request. Within five (5) days after receiving a request, the City will either:

- 1. Provide you with said record(s);**
- 2. Acknowledge your request and give you a reasonable estimate of how long it will take to respond;**
- 3. Deny your request in writing, with the reasons for denial. The City will provide you with the specific law that the City is relying upon for the denial.**

The city does not have a duty to create records. The city is not required to answer written questions, summarize data or information, prepare reports, create new public records, or provide information in a format that is different from original records. However, the City may in its discretion create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. WAC 44-14-04003(5).

For Office Use Only	
Request Received	Request Delivered/Pick Up
Date:	Date:
Time:	Time:
By:	Fees:
	Initials:

Fees

- Fifteen cents (\$0.15) per page for photocopies of public records, printed copies of electric public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records. RCW 42.56.120(2)(b)(i).
- Ten cents (\$0.10) per page for public records scanned into an electronic form or the use of agency equipment to scan the records. RCW 42.56.120(2)(b)(ii).
- Five cents (\$0.05) per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery. RCW 42.46.120(2) (b)(iii).
- Ten cents (\$0.10) per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations. RCW 42.56.120(2)(b)(iv).
- The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. RCW 42.56.120(2)(b)(v).
- The City may charge a flat fee of up to two dollars (\$2.00) for any request as an alternative to fees authorized when the City reasonably estimates and documents the costs allowed are clearly equal to or more than \$2.00. An additional flat fee will not be charged for any installment after the first installment of a request produced installments.
- A requestor may ask the city to provide a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and to reduce the applicable charges.
- No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the small number of copies, scans or electronic formats made or other circumstances. Payment of fees is required prior to the release of records unless other arrangements have been made.
- The City may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying the records for a requestor. The city may also require payment of the remainder of the cost before providing all of the records, or payment of the cost of copying an installment before providing that installment.