



# Bingen-White Salmon Police Department

PO Box 2139 White Salmon, WA 98672  
PH. 509-493-1177 • Fax 509-493-1007



Public Records Request Form  
RCW Chapter 42.56 Public Records Act  
Date Rec'd \_\_\_\_\_  
Rec'd by \_\_\_\_\_

## PUBLIC RECORD REQUEST FORM

NAME: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS (if electronic copy request): \_\_\_\_\_

RECORD REQUEST (This must describe an identifiable record): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Requested:  Paper Copy  Electronic Copy Sent  Inspection  CD

I agree to pay all copy charges pursuant to the City's fee schedule. If I have requested a list of names, I certify that the information Obtained through this public disclosure request will not be used for commercial purposes. RCW 42.56.070(9).

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

- No identifiable record can be located.
- The record you requested is exempt from disclosure by law. (See Page 2)
- Additional time is necessary to process your request. RCW 42.56.520 (See Page 2)
- The record was picked up in person. Signature \_\_\_\_\_  
The amount of \$ \_\_\_\_\_ was paid upon receipt.
- Record(s) have been mailed/mailed and \$ \_\_\_\_\_ amount has been prepaid.
- Portions of the record(s) are exempt from disclosure and have been redacted. (See Page 2)

Attached is the public record you requested. Pursuant to the Public Records Law, it may be redacted according to the following statutes:

- No Redactions.
- RCW 10. 97.70** Information has been provided to assist with civil redress.
- RCW 42.56.050, 42.56.230** Personal identifiers not of legitimate concern to the public. Credit/Debit card numbers, check numbers, bank/financial information, social security numbers and driver license/permit numbers are protected.
- RCW 42.56.240** Active police investigation. **Request has been denied.**
- RCW 42.56.240(1)** Record contains specific intelligence information the non-disclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.
- RCW 42.56.240(2)** Complainant, victim or witness requested non-disclosure.
- RCW 42.56.240(5)** Identifying information on child victims of sexual assault prohibited.
- RCW 10.97.050** Non-conviction data protected under Criminal Records Privacy Act.
- RCW 13.50.050** Record contains confidential juvenile offense information.
- RCW 13.50.100** Restricted/limited release of juvenile information not relating to the commission of a juvenile offense.
- RCW 7.69A.030(4)** Child victim or witness information restricted.
- RCW 70.02.005, 70.02.200 & 42.56.360** Contains confidential/medical information.
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- In accordance to RCW 42.56.520 additional time is needed to clarify the intent of the request, locate, and assemble the information requested, notify third persons/agencies affected by the request, and/or determine whether any of the information requested is exempt and that a denial should be made to any or all parts of the request.

You may anticipate a response on or before \_\_\_\_\_.

**If you have any questions or concerns about your Public Records Act Request, please call the Public Records Officer at (509) 493-1177 or email [lisa@bwspolice.com](mailto:lisa@bwspolice.com).**

This form was completed for Bingen-White Salmon PD by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Chief of Police Approval \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: Local governments are not required to create new documents to comply with the Public Records Act.

Mechanism for Review of Denial: Any person who objects to the denial of a public records request may petition in writing to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request. The Public Records Officer shall perform a review of the denial as promptly as possible. Pursuant to state law, the review shall be deemed concluded at the end of the second business day following the denial. RCW 42.56.520