Public Records Request

Address: City Hall, 801 228th Avenue SE
        Sammamish, Washington 98075
        425.295.0500 (Telephone)

Please clearly print the following information

Name: _____________________________________________
Address: ________________________________________
Telephone: ______________________________________
Fax/Email: ________________________________________

Requested Documents: (Please be specific in describing the records being requested and any additional information that will help us locate them for you, such as dates)

__________________________________________________
__________________________________________________
__________________________________________________
__________________________________________________

The small print: It is the City’s policy to respond within five business days of receiving a public records request by either: 1) providing the record; 2) acknowledging that the City has received the request and providing a reasonable estimate of the time the City will require to respond to the request; or 3) denying the request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a request that is unclear, the City may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the City need not respond to it. RCW 42.56.520(in part). The city is not allowed to provide lists of individuals for commercial purposes (RCW 42.56.070(9).

_______________________________________________   _____________________________
Signature          Date

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF

Date Received: | Received By: | Forwarded to: | Respond By (date)

Comments:

Request was satisfied: ☐ Yes ☐ No   Denied for the following reason: ________________________________

Date Completed: ________________ City Representative: ________________ Time to Fulfill Request (n/c) _______

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