



Cle Elum – Roslyn – South Cle Elum Police Department

In The Heart of the Cascades

Chief of Police – Kirk Bland

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PUBLIC RECORD REQUEST FORM

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NO.:	EMAIL:	

DESCRIBE SPECIFIC RECORDS REQUESTED IN DETAIL:
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IS THE INFORMATION REQUESTED FOR COMMERCIAL PURPOSES? () YES () NO
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Signature of Requestor:

“Responses to requests for public records shall be made promptly by agencies. Within five business days of receiving a public record request, an agency must respond by either (1) providing the record; (2) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to respond to the request; or (3) denying the public record request. In acknowledging receipt of a public record request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it.” RCW 42.17.320 (in part)

OFFICIAL USE ONLY			
Request Received by	Date Received	Time:	
Routed To/Date:			
Date Request Filled:	() Requestor Notified	Total Fees: \$	Date Paid: