



CITY OF ZILLAH

Public Records Officer • PO Box 475 • Zillah, WA 98953
Phone (509) 829-5151 • Fax (509) 829-5457 • web site: www.cityofzillah.us

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

SECTION A: FOR CITY USE ONLY	
Date:	
Request Number: PR-20___ - ____	
Department: <input type="checkbox"/> City Hall/Public Works <input type="checkbox"/> Police Department <input type="checkbox"/> Fire/Building/Code	
Request Received By:	

This completed form is an open public document and may be released to any requestor.

Section B - Requestor/Records Request Information

Requestor Name:		Phone Number:	Email Address:	
Address:	City:	State:	Zip:	
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific record(s):			Request made: <input type="checkbox"/> in person <input type="checkbox"/> by fax <input type="checkbox"/> by mail <input type="checkbox"/> by email	
			Attach request if applicable	
If record(s) concern individual(s) other than requestor, please state name(s):		If this request is for a list of individuals, is the list to be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature of Requestor:		Date of Request:		

Section C - City of Zillah Response

STAFF REQUEST FOR FURTHER CLARIFICATION - Date: _____
Explain: _____

ALLOW ACCESS. Charge is \$.15 for each black and white photocopy. Charges for other media will be imposed as per current City Rates Schedule.

WE DO NOT HAVE THE RECORD(S).

DENY ACCESS. The records you have requested are legally exempt from public disclosure by Ordinance No. 1271 and Policy 2011-01.

Section D - Requestor Notification

Person contacted:	Date:	Time:
<input type="checkbox"/> by mail <input type="checkbox"/> by phone <input type="checkbox"/> in person <input type="checkbox"/> by email	I made the City's final response as stated. Signature:	