

CITY OF LACEY
City Clerk
420 College Street SE
Lacey WA 98503
360.491.3214
cityclerk@ci.lacey.wa.us



PUBLIC RECORDS REQUEST

Please describe the records requested and provide any additional information to help locate the records as quickly as possible. Use appropriate document title, date, and location of record, if known.

Please **PRINT** All Information

Check preference for receiving records.

- Inspect the records at no charge with option to request copies after inspection.
 Receive copies of records after paying fee for copying (15 cents/page)
 Contact before copying if charges exceed \$_____.

_____ <i>Name</i>	_____ <i>Date</i>
_____ <i>Street Address</i>	_____ <i>City, State, Zip</i>
_____ <i>Mailing Address, if different</i>	_____ <i>City, State, Zip</i>
_____ <i>Phone Number</i>	_____ <i>Email address</i>
_____ <i>Signature</i>	

Public Records Act

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a government entity may be subject to disclosure to third party requesters under the Public Records Act.

Limitation on Use for Commercial Purposes

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Signature: