



## REQUESTS FOR PUBLIC RECORDS

Please return to the City Clerk by mail or email to [clerksoffice@ci.tumwater.wa.us](mailto:clerksoffice@ci.tumwater.wa.us)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Case Number** (if criminal or traffic citation): \_\_\_\_\_

If this record concerns someone other than yourself, what is your relationship to the case?

\_\_\_\_\_

RECORDS REQUEST (supply as much identifying information as possible, as per RCW Chapter 42.56 and Tumwater Municipal Code Chapter 2.88)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you know the department(s) where the records may be found, please check below:

- |  |   |
|--|---|
| <input type="checkbox"/> City Clerk (Archives & Records)                     | <input type="checkbox"/> Information Technology                                   |
| <input type="checkbox"/> City Attorney's Office                              | <input type="checkbox"/> Legislative (Mayor & Council)                            |
| <input type="checkbox"/> Community Development (Building, Permits, Planning) | <input type="checkbox"/> Parks & Recreation (Parks, Old Town Center, Golf Course) |
| <input type="checkbox"/> Executive (City Administrator & Communications)     | <input type="checkbox"/> Police (Code Enforcement)                                |
| <input type="checkbox"/> Finance   | <input type="checkbox"/> Transportation & Engineering                             |
| <input type="checkbox"/> Fire  | <input type="checkbox"/> Water Resources & Sustainability                         |

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Tumwater City Hall

555 Israel Road SW

Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)

**How would you like to receive the records:**

- Photocopies (fees may apply)  Email
- Customized electronic access services such as FTTP (fees may apply)

I understand that the record(s) I am requesting is/are subject to state disclosure laws. I also understand and agree that the City will charge for blueprints, maps, tape duplication, and copies (if more than ten (10) 8 ½ x 11 pages) and the charge(s) will be as stated in the current Public Records Fee Schedule. The current fee schedule and Public Records Act rules for providing access to public records are available on the City of Tumwater website: [www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us), by searching “public records request”. The City responds to public records requests within 5 business days of receipt.

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Signature of Requestor

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Date