

**CITY OF EDMONDS  
REQUEST FOR PUBLIC RECORDS**

PLEASE PRINT CLEARLY

Requester Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Request Made By:  In Person    In Writing    Telephone

Date of Request: \_\_\_\_\_

Nature of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is information requested to be used for commercial purposes? \_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

**FOR OFFICIAL USE ONLY**

**ACTION ON REQUEST FOR PUBLIC RECORDS MUST BE TAKEN WITHIN FIVE  
(5) BUSINESS DAYS (SEE R.C.W. 42.17.320)**

1. Action taken:  
 Request Granted  
 Acknowledgment  
    Estimated Response Date Provided      (See No. 4)  
 Record Denied                                      (See Nos. 5 & 6)  
 Record Withheld in Part                      (See Nos. 5 & 6)
  
2. Request forwarded to attorney for review:  Yes Date Forwarded \_\_\_\_\_  No

3. Notification of Action Taken to Requester:      Date of Notification: \_\_\_\_\_  
 a)  Request granted  
 b)  Need for additional time    How long? \_\_\_\_\_  
 c)  Request denied  
 d)  Record withheld in part
4. If additional time needed, explain why: \_\_\_\_\_  
 \_\_\_\_\_
5. If request denied or record withheld in part, name the exemption contained in Chapter 42.17 RCW which authorizes withholding or denial:  
 \_\_\_\_\_  
 \_\_\_\_\_
6. If request denied or record withheld in part, explain how the exemption applies to this record:  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Request received by: \_\_\_\_\_ Department: \_\_\_\_\_  
 Date: \_\_\_\_\_

**FEES**

0 - 5 copies free

Standard copy charge @ \$.15 per page:

Charge \_\_\_\_ pages @ \$.15 per page      \$ \_\_\_\_\_

Other (Refer to current Records Index & Fee Schedule)      \$ \_\_\_\_\_

Total Fees:      \$ \_\_\_\_\_

DOCUMENTS PROVIDED:      DATE:      \_\_\_\_\_

MAILED:      \_\_\_\_\_

PICK UP:      \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

DATE: \_\_\_\_\_

**EDMONDS PUBLIC RECORDS ACCESS**  
**DECLARATION TO RELEASE PUBLIC RECORDS**

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(PRINT NAME)

Having been duly sworn, deposes and says:

1. I have requested copies of the following public records:

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2. I understand that Washington State law, RCW 42.17.260(9), prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies for same for commercial purposes. I understand that I may be liable in either case.

5. I understand that "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.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

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Signature