PUBLIC RECORDS REQUEST

City of Shoreline
Office of the City Clerk
17500 Midvale Ave. N
Shoreline, WA 98133-4905
(206) 801-2230 ♦ Fax (206) 546-1524

This request must describe an identifiable record. The City is not required to create a new record to comply with the Public Records Act. This form is not intended for general inquiries or information requests. All the information provided on this form is subject to public disclosure.

Name					**Date**	
E-Mail					**Phone**	
Mailing Address						
I would like to: *Check all that apply*	☐	**Inspect Records at City Hall**	☐	**Purchase Scanned Copies of Records**	☐	**Purchase Paper Copies of Records**
If Records are available electronically, I wish to receive them: *Check One*			☐	**Via FTP site**	☐	**On a CD/USB for a fee**
Preferred method of contact:	☐	**Email**	☐	**Phone**	☐	**Mail**

Common Fees:

Paper or scanned copies: $.15/page

Paper copies larger than 11x17: $3.50/page

CD: $0.50

USB Drive: at cost

The City Clerk's Office only accepts cash or check.

By signing, I agree to the following:

1. I certify that any request made for a list of individuals will not be used for commercial purposes.
2. I agree to pay any applicable copy charges pursuant to the City of Shoreline's fee schedule, plus the cost of postage if the records are mailed to me. (There is no charge for inspection of records at City Hall.)

Signature:

Detailed Description of the Records you are requesting:

Be specific and provide detail; include specific dates or date ranges; address and owner of property; file name or number; incident location and date; case number; any other names associated with your request; etc.

It is City policy to handle all requests for public records uniformly, fairly and expeditiously. The City responds to requests for public records under the provisions of the Washington State Public Records Act (RCW 42.56) and the Shoreline Public Records Policy. Within five business days after the City receives the written request, the City Clerk either:

- Make requested records available for inspection or copying;
- Acknowledge that the City has received the request and provides a reasonable estimate of the time the City will require in order to respond to the request;
- Seek clarification on unclear requests; or
- Deny the request. If the request is denied, the City will respond in writing, cite the legal exemption, and explain how the exemption applies to the request.

For Office Use Only

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