

102 ROCHESTER ST W  
RAINIER, WA 98576

**PUBLIC RECORDS REQUEST FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE : (\_\_\_\_) \_\_\_\_\_

I REQUEST TO INSPECT THE FOLLOWING DOCUMENT(S)

I REQUEST A COPY(S) OF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

Received:

Date \_\_\_/\_\_\_/\_\_\_

Time \_\_\_\_\_ am/pm

By \_\_\_\_\_

\* Ready for pickup:

Date \_\_\_/\_\_\_/\_\_\_

Time \_\_\_\_\_ am/pm

Copy fees \_\_\_\_\_

\*As per RCW 42.17.250 the Town shall respond promptly to your request. Within five (5) business days after receiving a request, this agency will either:

1. provide the record(s);
2. acknowledge your request and give you a reasonable estimate of how long it will take to respond;
3. deny the request in writing, with reasons for the denial. The Town will tell you the specific exemption or other law it relies upon for the denial.