



## Public Records Request

City Hall, 12835 Newcastle Way, Suite 200, Newcastle, WA 98056

Phone: 425.649.4444 Email: saram@newcastlewa.gov

Requestor Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Requestor Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Requested Documents: *(Please include any information that would assist in locating records such as a physical address or any other details)*

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

**I would like to:**

- Review records at Newcastle City Hall at no charge
- Receive electronic copies of records after paying associated fees
- Pick up and pay for paper copies at City Hall when available
- Receive paper copies via regular mail and agree charges will be paid prior to mailing

**Copying Costs:** Scanned documents in excess of 100 pages are \$.10 per page scanned, and electronic files provided by electronic delivery in excess of 40 files are \$.05 for every four files. The City charges \$.15 per page for paper copies in excess of 50 pages. A deposit may be required on extensive records requests. Actual cost is charged for storage media, postage and for providing customized access services such as information technology expertise.

**Policy:** Pursuant to RCW 42.56.520 and Newcastle Municipal Code 2.40, City staff will respond within five business days, beginning the day after a request is submitted, by 1) providing the record by making records available for inspection or producing copies; 2) providing a link to the City’s website to access the records; 3) acknowledging that the City has received the request and providing a reasonable time estimate required to respond; 4) redacting the record and providing the un-redacted portions; or 5) denying the request in full. If the record is redacted or withheld, the specific legal reasons will be provided. Additional time to respond may be required to clarify the request, locate and assemble records, notify affected parties, or to determine if disclosure exemptions apply.

\_\_\_\_\_  
 Requestor Signature

\_\_\_\_\_  
 Date

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY CITY STAFF	
Date Received by Clerk _____	Responding Department _____
Routed To _____	on _____ Five Day Deadline _____
Deadlines for Extension 1 _____	Extension 2 _____ Extension 3 _____ Extension 4 _____
Processing Notes: _____	
Request was satisfied: _____ Not satisfied: _____ <i>(attach response documentation)</i>	
Number of Copies: _____	
Fees: \$ _____	