

City of Waitsburg  
106 Main Street  
P.O. Box 35  
Waitsburg, WA 99361  
Telephone: (509) 337-6371 Fax: (509) 337-8089  
E-mail: administrator@cityofwaitsburg.com

REQUEST FOR PUBLIC RECORDS

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

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

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

Telephone: \_\_\_\_\_

An accurate description of the record(s) being requested: \_\_\_\_\_

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

The City of Waitsburg has five (5) business days in which to respond to your request by:

- 1.) Providing an inspection and/or copy(s) of the information requested;
- 2.) Written response acknowledging the receipt of the request and a reasonable estimate of the time in which a record will be made available, or;
- 3.) Denial of the request. If said request is denied, a written statement will accompany the denial setting out specific reasons for the denial as prescribed by RCW 42.17.310(1).

A charge of fifteen (15) cents per copy will be imposed.

Official Use:

Date request was received: \_\_\_\_\_

Received by: \_\_\_\_\_

Action taken:

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Key word search criteria:

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Document location:

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