



Public Records Request Form

Please describe the records you are requesting in detail and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

See attached sheet with additional requests

I would like to:

- inspect the records at no charge (I may request copies after inspection).
 receive copies of the records after paying required copying charges. I am willing to pay up to \$_____ for those copies.

Name

Address

City, State, Zip

E-Mail Address & Phone Number

Limitation On Use For Commercial Purposes

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "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. By signing below, you are certifying that that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Sign here

Date

CITY OF YELM

PROCEDURES FOR PUBLIC RECORDS REQUESTS

CITY ORGANIZATION:

The City of Yelm has a Mayor/Council form of government with the elected Mayor serving as Chief Executive Officer and seven elected Council members who serve as the legislative authority. Day to day operations is managed by a City Administrator under the authority of the Mayor.

OFFICE LOCATIONS:

Yelm City Hall – 105 Yelm Avenue West, 360-458-3244

Yelm Community Development Department – 105 Yelm Avenue West, 360-458-3835

Yelm Municipal Court – 206 McKenzie Ave. SE, 360-458-3242

Yelm Police Department – 206 McKenzie Ave. SE, 360-458-5701

Yelm Public Works Facility – 901 Rhoton Road, 360-458-8406

Yelm Wastewater Treatment Plant – 931 N.P. Road, 360-458-8411

RECORDS:

Most records are located at Yelm City Hall, 105 Yelm Avenue West. Some records and tapes are located off-site and may require extra time to retrieve.

PROCEDURES FOR REQUESTING DOCUMENTS:

The public may request documents for review and copying between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. (RCW 42.56.090) Public records requests must be made at Yelm City Hall, 105 Yelm Avenue West.

In order to maintain the integrity of files, files must be reviewed under the supervision of a City Hall office employee (RCW 42.56.100). Requests for public records should be made in writing to the Public Records Officer located at Yelm City Hall, 105 Yelm Avenue West. A form will be made available for this purpose. A request may also be made by mail, to: Yelm City Hall, Public Records Officer 105 Yelm Ave. West Yelm WA 98597. Within five business days of the date of receipt by the city of the written request for a record, the City shall:

- (1) Provide the record;
- (2) Acknowledge that the city has received the request and provide a reasonable estimate of time the city will require to respond to the request;
- (3) Deny the public record request.

COPYING CHARGES:

No fee shall be charged for the inspection of public records. A charge of fifteen (15) cents per page may be imposed for providing copies of public records and for the use by any person of agency equipment. A deposit in the amount of ten (10) percent of the estimated cost of providing copies for a request per (RCW 42.56.120) may be required. If a request is made available on a partial or installment basis, the City may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the City is not obligated to fulfill the balance of the request.