

City of Toledo

Public Records Request Form

To request any public records, this form must be filled out completely before the information will be given to the requester. Please expect up to a maximum of 5 (five) working days for your request to be processed.

NOTE: *Information will not be given pertaining to certain information in personnel file, personal & other records per RCW 42.56.230(3) 42.56.210(1), open investigations per RCW 42.56.240(1) or personal utility account information – RCW 42.56.330(2).*

Date: _____ Name: _____ Name of Organization/Business: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Description of Public Record Requested: (including document title, case # and/or dates, as best known). Failure to adequately identify records may cause a delay or an incomplete response.

NOTE: If your request is unclear, you may be asked later to clarify what records you are seeking. If you fail to clarify your request or abandon your request, the CITY OF TOLEDO may close your request for records per RCW 42.56.520 and RCW 42.56.040.

If you have a question that you are seeking an answer to and are not seeking a specific document, please do not use this form and instead pose your question(s) to the appropriate City Personnel.

Upon locating documents I request:

- Inspect the records at no charge (appointment required)
- Inspect records and then copy selected pages (appointment required)
- Receive a paper copy after paying required fee (# of copies _____) Pick Up Mailed: receive after cost of mailing & postage (WAC 44-14-07001(7))
- Receive an electronic copy at no charge only if documents requested are in electronic format (email or disk/USB provided by you)
- Receive an electronic copy of paper copies after paying required scanning fee (# of copies _____) (email or disk/USB provide by you)

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes or to give or provide access to material to others for commercial purposes. Further, I understand I will be charged .15 cents per single-sided, 8-1/2 x 11 page, other fees may apply depending on request made.

Signature: _____

Title: _____