



**CITY OF EAST WENATCHEE
PUBLIC RECORDS OFFICER**

271 9TH STREET NE * EAST WENATCHEE, WA 98802
PHONE (509) 884-9515 * FAX (509) 884-6233

Public Record Request

A "public record" is a record containing information relating to the conduct of the City prepared, owned, used, or retained by the City regardless of physical form or characteristic. Your public-records request is not a confidential record. Your request is itself a public record.

Pursuant to Washington's Public Disclosure Act (RCW 42.56), I request that the City of East Wenatchee disclose the record identified below.

Contact Information:

Name: _____

Phone No.: _____

Email: _____

Mailing Address: _____
(Street)

(City) (State) (Zip)

Record Request

Please describe below the record you are requesting (i.e. title, date, subject, etc.). Please include information that will help the City quickly locate the requested record.

How do you want the City to deliver a copy of the requested record?

_____ Provide me with an electronic link to the record (\$0.05 per 4 electronic files).

_____ Provide me with a printed copy (\$0.15 per page).

_____ I would like to inspect the record at City Hall (no charge).

I certify that any information I obtain through my request for public records will not be used for commercial purposes.

Signature: _____

Date: _____