

**City of Kennewick  
Request for Public Records**

Please describe the records below, providing any additional information that will help us locate them for you as quickly as possible. Use appropriate document title and date, if known.

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Do you want to?

- Inspect the records at no charge  
 Receive a copy after paying required fee  
 Inspect the records first and then consider selecting records to copy and pay for

Within five business days of receipt of the request, the City will respond by: (1) making the record available for inspection or copying, or, if payment is made or terms of payment are agreed upon, sending the records to the requestor; or (2) acknowledging the receipt of the request and providing a reasonable estimate of time the City will require to respond to the request; or (3) denying the request.

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes I may violate the rights of the individuals named and I may be liable for damages. "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.

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Phone Number

*-See Reverse Side for Response to Request-*

### Request Granted

Date Request Received \_\_\_\_\_ Date Completed \_\_\_\_\_

Number of Pages \_\_\_\_\_ x \$ .15 = + \$ \_\_\_\_\_

Document Fee \_\_\_\_\_ + \$ \_\_\_\_\_

Other Media Fee \_\_\_\_\_ + \$ \_\_\_\_\_

TOTAL CHARGE = \$ \_\_\_\_\_

(Transaction Code #9100 Misc Copier Charges)

*For Department Use Only*

### Request Denied

Dept. Receiving Request \_\_\_\_\_ Date Received \_\_\_\_\_

The City is refusing to allow inspection or copying of the requested documents described on the reverse side of this request form. Access to the requested public record is denied for the reason that it is clearly non-disclosable as identified in RCW 42.56.070, 42.56.210 or RCW 10.97, or certain portions have been withheld pursuant to RCW 42.56.070(1) or RCW 42.56.210.

(Provide a brief explanation of how the exemption applies to the record withheld) \_\_\_\_\_

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Withholding of the specific portions of the public record, which the City is not disclosing to you, is an authorized exemption.

*For Department Use only*