REQUEST FOR/ACCESS TO PUBLIC RECORDS

Mari Ripp, Clerk Treasurer - Email: rippm@ci.woodland.wa.us
Fax: 360-225-7336

Date of Request: __________________________ Request received by: __________________________

EXPECTED DISSEMINATION DATE: ______________________________________________________

Department(s) request from: __________________________________________________________

Requested by: _____________________________________________________________________

Address: __________________________________________________________________________

City: __________________________ State: ________ Zip: __________________________

Phone Number: __________________________ Fax Number: __________________________

Email: ______________________________________________________________________________

If an emergency request, indicated date desired: __________________________________________

RECORDS REQUESTED:

Date(s) of record(s): ______________________________________________________________

Title of record(s): __________________________________________________________________

Please describe below the records you are requesting and any additional information that will help us
locate them for you as quickly as possible: ______________________________________________

__________________________________________________________________________________

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

Signature: __________________________ Date: __________________________

FOR CITY USE ONLY

Number of pages copied: _______ @ .15 cents per page blk/white = __________

Number of E-format copied: _______ Conversion or scan to electronic format @ $30/15min =

TOTAL AMOUNT DUE: ________________________________________________________________

Amount due for taped copies of meeting minutes or hearing proceedings are due prior to copying requested tapes. See current City Fee Resolution for complete list of applicable charges.

G:\Clerk Treasurer\Forms\Public Records Request Updated: 08/09/2013