



Town of Wilson Creek  
254 Railroad Street | PO Box 162  
Wilson Creek, Washington 98860

www.wilsoncreekwa.com  
Phone: 509.345.2531  
Fax: 844.473.1909

## REQUEST FOR PUBLIC RECORDS ACCESS

Requestor's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**RECORDS REQUESTED:** Please describe the **SPECIFIC** records you are requesting and any additional information that will help us locate said records (dates, names, etc.). Please indicate which records you wish to photocopy (the fee for plain black and white copies is 15¢ per page). Otherwise, the records will be made available for your review. If you wish the Town to make copies for you and/or mail copies to you, you will also be charged the actual postage cost in addition to the per page copy charge. The Revised Code of Washington states that records must be made available in a reasonable length of time. Depending on the complexity of the request, the Town will endeavor to fill requests within one to five business days. If more room is required, please continue on back or attach an additional sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I hereby certify on oath and under penalty of law that if a list of individuals is obtained through this request for public records, I will not use that information for commercial purposes.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Date Received:	Received By:	Forwarded To:	Respond By (Date):
<b>Fees:</b> Copy charge for _____ pages at 0.15 each \$ _____ Other fees \$ _____ Total \$ _____		<b>Comments:</b>	