



REQUEST FOR PUBLIC RECORDS

Public records may be inspected between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, with the exception of City recognized holidays. There is no charge for inspection of public records. Copies of public 8 1/2 X 11 (single-sided) records shall be provided by the City upon request at a cost of .15 cents/page after the fifth page. Other odd sizes or formats may be a higher cost.

Many requests for inspection or copying can be provided immediately. However, circumstances may prevail which would require additional time to provide the requested document(s). Please complete the following information to assist us in providing your request:

Type of Request: INPSECTION (review of public records only) COPYING

Date Request Received:	<input type="checkbox"/> in Person	<input type="checkbox"/> Phone	<input type="checkbox"/> Mail
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Name of Requestor:	Phone #:
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Mailing Address:

Identify the public record to which you are requesting access for inspection or copying. Please be as specific as possible to avoid delays in processing your request:

Title of Record	Date of Record

Requestor is responsible for contacting the City on the date and time below to receive the records or notification of an extension of the time required to fulfill the records request.

Anticipated date/time records will be disseminated:

For Office Use Only

Request Forwarded To: Planning Public Works Building Finance Administration

Date City Responded: _____	Time (if applicable): _____	Name of Responding Employee: _____
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5-day letter:
Request: Denied Approved

Reason for Denial (if applicable): _____

Cost of copies requested \$ _____ (\$0.15 per copy after the 5th copy) Receipt No. _____

Requestor Notified By: Mail In Person Phone Date Notified: _____

Address Response was Mailed to: _____

I certify that notification from the City of Lake Stevens was carried out as stated above:

By: _____
Signature of Notifying Employee

I certify that I have received the requested information in person:

By: _____
Signature