



CITY OF LANGLEY

112 Second Street
P.O. Box 366
Langley, WA 98260

Phone: (360) 221-4246

REQUEST FOR PUBLIC RECORDS

Name: _____

Mailing Address: _____

Daytime Phone (____) _____ Email: _____

Description of records (include dates, as applicable):

Date Desired: _____

Upon locating responsive documents I request:

- Inspection only
- Copy all
- Inspection, copy selected pages
- I will pick up records when ready
- Print records only
- Electronic records only
- Print and electronic records
- Mail records at my expense

* Copying, data transfer and postage fees will apply and must be paid before documents will be delivered.

Note: The Public Records Act ensures that existing documents/records will be provided, not that new documentation will be created.

If I have requested a list of individuals, I certify that the information obtained through this public disclosure request will not be used for commercial purposes (RCW 42.56.070 (9))

The City of Langley or any department within the City of Langley cannot respond to your request to inspect or copy a record unless this form and declaration on non-commercial use has been completed and signed.

Requestor Signature: _____ Date: _____

* Public Records Request Fee Schedule:

Scanned documents .10 per page Electronic files .05 for every 4 Photo copies .15 per page

** EMAIL COMPLETED FORM TO: records@langleywa.org

TO BE COMPLETED BY CITY PERSONNEL

- No identifiable record can be located
- The record you requested is exempt from disclosure by law. (see below)
- Additional time is necessary to process your request per RCW 42.56.520. (see below)
- The records were picked up in person. Signature: _____
- The amount of \$ _____ for _____ copies was paid upon receipt.
- Records will be mailed when amount billed of \$ _____ has been received.
- Portions of the record(s) are exempt from disclosure and have been redacted. (see below)

RCW 42.56 PUBLIC RECORDS ACT

- The document(s) you requested are exempt and/or portions of the document(s) you requested are redacted for the Following reason(s) checked below:
 - 1. Residential addresses and phone numbers, personal wireless numbers, personal email addresses, social security numbers and emergency contact information for employees or volunteers of a public Agency and the names, dates of birth, personal email addresses, social security numbers and emergency contact information of dependents of employees or volunteers of a public agency that are Held by any public agency in personnel records are exempt for disclosure. RCW 42.56.250 (3).
 - 2. Attorney – client privileged communication(s) and/or attorney work product are exempt from disclosure. RCW 42.56.070 (1); RCW 5.60.060(2)a; RCW 42.56.290
 - 3. Personal information in files maintained for employees, appointees or elected officials to the extent Disclosure would violate their right to privacy. RCW 42.56.230(2)
 - 4. Other _____

In accordance with RCW 42.56.520, additional time is needed to clarify the intent of the request, locate and assemble the information requested, notify third parties affected by the request and/or determine whether any of the information request is exempt and that a denial should be made to any or all parts of the request.

I anticipate (additional) documents, if any will be released on _____.

This is a partial or installment release. If payment is not received or records are not claimed, the City of Langley is not obligated to fulfill the balance of this request. RCW 42.56.120

If you have any questions or concerns about your Public Records Request, please call The Public Records Officer, Roberta Happel or our Clerk Monica Felici at 360-221-4246.

This response was completed for the City of Langley by _____
On __/__/__.

PLEASE NOTE: Local governments are NOT required to create new documents to comply with the Public Records Act.