



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

The City of Ellensburg is committed to responding to all requests for identifiable public records in a timely manner. To make a Request for Disclosure of Public Records including an Ellensburg Police Department (EPD) report, manual or other city record, complete the following form.

Submit your records request form one of the following ways:

- Complete and submit this form online (<https://fs19.formsite.com/reichm/form4/index.html>).
- Print and complete form then mail, fax or hand deliver to either EPD or City Hall.

For EPD requests, complete and mail or hand deliver to: 100 N. Pearl St., Ellensburg, WA 98926; or complete and fax to (509) 962-7281. Requests other than EPD may be mailed or hand delivered to: 501 N. Anderson St., Ellensburg, WA 98926. Walk-in requests are welcome at City Hall or the Ellensburg Police Department, location dependent on your records request, during business hours, Monday-Friday 8 AM – 5 PM.

COST FOR PUBLIC RECORDS

There is no fee for inspecting public records. Should you wish to receive copies of records, the fees are as follows:

- Printed copies - \$.15 per page (Per RCW 42.56.120)
- Other media such as disks will cost \$1.00 per disk.

Payments by cash, check or money order only (no credit cards) payable to the "City of Ellensburg".

RESPONSE FOR REQUESTS

You will receive a reply to your request within five business days of receipt of the request to:

- Make the records available for inspection or copying.
- Provide a reasonable estimate when records will be available.
- Contact requestor to request clarification.
- Deny the request citing the reason for denial.

Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to any documents withheld or redaction made.

Common exemptions: See RCW 42.56, RCW 10.97, RCW 13.50, RCW 46.52

Records Index - There is no single index of City records. The City of Ellensburg has determined that maintaining a central index of City records is unduly burdensome, costly, and would interfere with City police operations due to the number and complexity of records generated as a result of the wide range of police activities.

Date of records request: _____

First Name: _____ Last Name: _____

Address (Street/City/State/Zip): _____

Phone Number: _____ Alternative Phone Number: _____

Fax Number: _____ Email: _____

This records request is for (select one)

- General city records, other than Police
- Police records

For records requests **OTHER THAN POLICE**, complete the following information, then proceed to "Preferred format for how I want to receive the records requested".

Title of Record: _____ Date of Record: _____

Please describe the records you are requesting (provide relevant information to help us process your request):

FOR POLICE RECORDS REQUESTS, supply answers to the following:

Date of incident: _____ Time of incident: _____ Case No.: _____

Location of incident: _____ Investigating Officer: _____

Person(s) involved: _____

Any additional information (provide relevant information to help us process your request):

PREFERRED FORMAT FOR HOW I WANT TO RECEIVE THE RECORDS REQUESTED

Let us know how you would like us to fulfill your records request. Select one of the options listed below:

- Paper Copy (per RCW 42.56.120, a fee of \$0.15/page is charged for copies)
- Email me the information at the email address provided above
- Fax information to me at the fax number provided above
- I'd like to schedule an appointment to view the records

By submitting this form, you certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

Questions or concerns about the City's compliance with public records disclosure requirements should be directed to the Public Records Officer at (509) 962-7259.

FOR OFFICE USE ONLY

Received By:	Date Received:	Logged in? <input type="checkbox"/> yes <input type="checkbox"/> no
Tracking #:	Request received: <input type="checkbox"/> in person <input type="checkbox"/> By phone <input type="checkbox"/> Email <input type="checkbox"/> Online <input type="checkbox"/> US Postal mail <input type="checkbox"/> Fax	
Progress notes:		
Released By:	Date of Release:	Logged out? <input type="checkbox"/> yes <input type="checkbox"/> no
Type of records released:	Exemption form completed? <input type="checkbox"/> yes <input type="checkbox"/> no	# of pages released:
Total charges:	Amount paid:	Date paid:
How payment was received: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money order <input type="checkbox"/> Other:		