



CITY OF ROY
REQUEST FOR PUBLIC RECORDS

Roy City Clerk-Treasurer
216 McNaught Street South
PO Box 700
Roy, Washington 98580
(253) 843-1113 phone
(253) 843-0279 fax
RoyCityHall@CityofRoyWA.us

Requestor's Name: _____

Mailing address: _____

Phone: () _____ E-mail: _____

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary.

- After requested records are retrieved, I would like to:
- inspect the records
 - receive hard copies via **mail** or **pickup** (circle one)
 - receive electronic copies via **email** or **other** (specify: _____)

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes.

Signature and date

Information for requestor: The City will respond in writing within five business days of receiving your request unless the requested records are provided to you in person at the time of your request. The City's Public Records Disclosure Policy and Procedure explains how we will fulfill your request. The City of Roy Fee Schedule outlines charges for public records requests. Both documents are available upon request or at <https://www.cityofroywa.us>. If you have questions about how to phrase your request for the records you seek, invite the public records officer to have a conversation with you about what records may be most helpful and where would be best to start. If a request for public records is unclear, the City may ask the requestor to clarify the request before trying to provide any records.

	Date	Initials	Notes	FOR USE BY PUBLIC RECORDS OFFICER
Date received	_____	_____	_____	
5-day notice sent	_____	_____	_____	
1 st installment	_____	_____	_____	
Completing request	_____	_____	_____	
Other installments	_____	_____	_____	
Response completed	_____	_____	_____	
<input type="checkbox"/> Exemption log applicable				