

Public Record Request Form Instructions:

To make a request to view and/or obtain a copy of any document containing information relating to the operation or implementation of any function of the City of Kenmore, you may complete this Public Records Request form and return it to the attention of the Public Records Request Officer. Be sure to include your contact information, sign and date the form.

Public Records Officer:

Teresa McAllister

tmcallister@kenmorewa.gov

(425) 398-8900

Kenmore City Hall, 18120 68th Avenue NE, Kenmore, WA 98028.



CITY OF KENMORE PUBLIC RECORD REQUEST FORM

The following sections must be completed by Requestor. **PLEASE PRINT.**

PRR No. _____

DATE: _____ REQUESTOR'S NAME: _____ COMPANY NAME: _____

REQUESTOR'S ADDRESS: _____ CITY: _____ ZIP: _____

CONTACT PHONE #: _____ E-MAIL ADDRESS: _____

Description of Documents Being Requested

KENMORE FILE #(S) (IF KNOWN): _____ DOCUMENT DATE(S) (IF KNOWN): _____

DESCRIPTION OF DOCUMENTS, INCLUDING ADDRESS OR PARCEL NUMBER OF PROPERTY, IF APPLICABLE:

Multiple empty rows for describing documents.

How do you want your copies? ELECTRONIC COPIES PAPER COPIES

COST FOR COPIES

To view city records	No Charge
Photocopies (fee waived if under 7 pages)	.15 cents per page
Scanned copies (fee waived if under 11 pages)	.10 per page
Oversized documents such as building plans, maps, blueprints and large volume copy job	Actual cost charged by outside vendor
Records copied to CD or DVD	\$1.00 per CD/DVD
Records copied to thumb/flash drive	Actual cost of supplies
Mailing envelopes or packaging and postage	Actual cost of supplies & postage

No purses, backpacks, or other bags will be allowed in the room when privately viewing requested records.

*Requestor agrees to pay balance (minus 10% deposit) of copying invoice upon notification.

*Requestor Signature: _____