



PUBLIC RECORDS REQUEST
(RCW 42.56)



The requested location must be within the city limits of Spokane

Name: _____ Date: _____

Company/Affiliation: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Building/premises location requested: _____

IDENTIFICATION/DESCRIPTION OF RECORD(S) SOUGHT: Please be as specific as possible when completing your public records request. We will be better able to process your request if you clearly identify the record(s) you are seeking. Your description of the record(s) must be reasonably and sufficiently identifiable to enable us to locate the record(s) you seek.

The City has no duty to create a record, nor is the City obligated to compile information from various records so that the information is in a form that is more useful to the requestor.

For fire investigation reports, the following information is also required:

Date of fire loss: _____

I understand that the City may not legally provide a list of individuals pursuant to this public records request if the request is for commercial purposes. Therefore, I certify that any list of individuals obtained through this request will not be used for commercial purposes. (RCW 42.56.070(9))

Signature: _____



FOR CITY USE ONLY

DEPARTMENTAL NOTES/COMMENTS:

SUBMIT COMPLETED FORM TO: City Clerk's Office
5th Floor City Hall
808 W. Spokane Falls Blvd
Spokane, WA 99201
509.625.6350
Fax: 509.625.6217