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Brandon Svenson, Mayor  
Penny Jo Haney, City Clerk

# City of Winlock



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## PUBLIC RECORDS REQUEST FORM

Requester's Name (Please Print) \_\_\_\_\_

Mailing Address (Please Print) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Describe the record(s) in detail that you are requesting and provide any additional information to help locate the records, such as the individual, title of request, dates, etc. You may attach additional pages if necessary. \_\_\_\_\_

How do you wish to receive the requested records?

- Inspect the records at City Hall     Receive hard copies via **mail** or **pickup** (circle one)  
 Receive electronic copies via **email**

*The fee for hard copies is \$.15/page; scanned copies @ \$.10/page OR electronic copies @ \$.05/every 4 pages.*

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

	Date	Initials	Notes
Date Received	_____	_____	_____
5-Day Notice Sent	_____	_____	_____
First Installment	_____	_____	_____
Completed Request	_____	_____	_____
Additional Installments	_____	_____	_____
Response Completed	_____	_____	_____

**THIS SPACE FOR USE BY PUBLIC RECORDS OFFICER**      PDR# \_\_\_\_\_

\_\_\_\_\_  
Requester's Signature Upon Receipt

\_\_\_\_\_  
Date Receipt of Documents

Paid: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Receipt # \_\_\_\_\_

*"This institution is an equal opportunity provider, and employer."*