



City of Winlock

Public Records Request Form

Maureen Crabtree – City Clerk/Public Records Official

323 NE First Street ♦ PO Box 777

Winlock, WA 98596-0777

Phone: 360-785-3811 ♦ Fax: 360-785-4378

cityclerk@cityofwinlock.com

www.cityofwinlock.com

PRR Number _____

Contact Information				
Full Name				
Mailing Address				
City		State		Zip Code
Email Address				
Requested Records	<i>Provide a detailed description of identifiable public records. The more specific your request, the more quickly we can process and deliver responsive records.</i>			
How would you like to receive your requested records? Check the Box below.				Costs
<input type="checkbox"/>	Inspect records at City Hall			free
<input type="checkbox"/>	Receive hard copies via USPS			\$0.15/page + postage
<input type="checkbox"/>	Receive hard copies via pick-up at City Hall			\$0.15/page
<input type="checkbox"/>	Receive electronic copies via email			\$0.05/4 pages

Signature of Requester _____

Date _____

Internal Use Only

	Date	Initials	Notes
Date Received			
First Installment			
Completed Request			
Additional Installments			
Response Completed			

Complete Once Records Released:

Signature of Requester _____

Date _____

Paid: _____ Cash _____ Check _____ Credit Card _____ Receipt Number