

# Public Records Request

Public Records Request Form

City Of Oakville

Public Records Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Receipt For Public Records

The Undersigned, By His/her Signature Hereon, Acknowledges Receipt Of The Documents Requested From The City Of Oakville.

Dated This \_\_\_\_ Day Of \_\_\_\_\_, \_\_\_\_.

Signature: \_\_\_\_\_

You may use the form two ways:

1. Copy and paste the form into a Word document, fill it out completely, print and mail it to:  
P.O. Box D Oakville, WA 98568.
2. Copy and paste the form into an email, fill it out completely and email it to: [oakvillecityhall  
\[at\] comcast.net](mailto:oakvillecityhall[at]comcast.net).

Public Records Request Forms can also be obtained at the City Hall during normal business hours.

After the request has been filled, we will contact you to let you know that the items are ready for pick up. The items will need to be picked up in person so that they can be paid for and so that you can sign the receipt at the bottom of the Public Records Request Form stating that the request has been filled.

## Public Records Request Policy

The records officer will respond within five business days after receiving a request. We will do one of three things:

- Provide the record(s);
- Acknowledge your request and give you a reasonable estimate of how long it will take to respond; OR
- Deny all or part of the request in writing, stating the reasons for the denial. State law requires us to cite the specific exemption from disclosure.

We redact any records or portion of records that are exempt from disclosure. We will specify the exemption that applies to any redactions.

The Public Records Officer will make records available for inspection and copying by appointment during normal business hours, excluding legal holidays. Requestors will not remove documents from the viewing area or disassemble or alter any documents.

We charge 15 cents per page for documents.