

City of Sunnyside
(509) 836-6310 Office
(509) 837-3268 Fax



Public Records Office
818 E. Edison Avenue
Sunnyside, WA 98944

Public Records Request

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Phone: _____

E-mail: _____

Title of Record (if known): _____

Approximate Date of Record (if known): _____

Location/Department of Record (if known): _____

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible. Failure to provide information sufficient to identify the records may cause delay.

If I request copies to be made, I understand that there may be charges for duplication of these specific records per the City's published [fee schedule](#) online. Further, the City of Sunnyside Public Records Disclosure Policy is available for review.

- I wish to have copies/duplicates of the records indicated above. I understand that a \$.18 per page charge will be assessed to me for these duplicate/copies.
- I wish to have electronic copies/duplicates of the records indicated above emailed to me. I understand that a \$.12 and transmittal fee per page charge will be assessed for documents that are in paper format and must be scanned for electronic transmission.
- I wish to make an appointment to review the records indicated above.

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

Signature: _____ Date: _____

Pursuant to RCW 42.56 this form acknowledges that your request has been received. The City will respond to your request within five (5) business days. Our response will be to either, (1) provide the record, (2) request clarification of the request, (3) notify you additional time is needed and provide an estimate and explanation, or (4) deny the request.

Received by: _____ Date: _____
City Clerk/Public Records Officer (SMC 2.80.010)