

# Request for Public Records Disclosure

Today's Date: \_\_\_\_\_

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

Your Mailing Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

In order to expedite your request and limit copies, please provide as much of the information below as possible.

Case Number (Example CDE2007-01234): \_\_\_\_\_

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

Tax Parcel Number (Example 123456-000): \_\_\_\_\_

Name of Development: \_\_\_\_\_

Dates of documents: \_\_\_\_\_

Other identifying information about the record: \_\_\_\_\_

**Is this for Commercial purposes?**  
Yes ( ) No ( ) Per RCW 42.17.260, Public Records are not to be used for commercial purposes.

Copy fees may be charged. They do not include tax.

Black & White/Color  
8-1/2 x 11 @ .15 each  
8-1/2 x 14 @ .15 each  
11 x 17 @ .15 each  
oversize @ 3.50 each

CDs and VHS Tapes  
CD in Case @ 5.00 each  
VHS Tape @ 1.60 each

Public records requests are subject to RCW 42.56 Public Records Act. Full text is available on this Web site: [apps.leg.wa.gov/RCW/](http://apps.leg.wa.gov/RCW/)

Please submit this form to Susan Ellinger, Public Records Coordinator.

By fax: (360) 397-2011

By mail: Community Development  
PO Box 9810

Vancouver WA 98666-9810

By email: [ComDevRecordRequests@clark.wa.gov](mailto:ComDevRecordRequests@clark.wa.gov)

The Public Disclosure Law requires that requests for access to records be responded to within five (5) business days by either providing the records or providing an estimate of time when the records will be available. **All requests are subject to review by the Clark County Prosecutor's Office.**

Per WAC 44-14-040(6)(b) the requestor has 30 days to review/pick up the records after Community Development sends a notification that the files are ready. The request will automatically close after this time period.

The inspection and copying of public records by Community Development is not meant to waive or restrict any copyright, proprietary, or other rights in said documents.

This request for Public Records will be maintained per Washington State Records Retention Schedule.

**I have read and agree to comply with the above conditions.**

\_\_\_\_\_  
Signature/Date

Revised 10/21/09



Community Development  
1300 Franklin Street, Vancouver, Washington  
Phone: (360) 397-2375 Fax: (360) 397-2011  
[www.clark.wa.gov/commdev/](http://www.clark.wa.gov/commdev/)



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: (360)397-2025  
Relay: 711 or (800) 833-6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)