



Date/Time Received \_\_\_\_\_

Received By \_\_\_\_\_

City of Port Angeles  
ATTN: City Clerk, Public Records Officer  
321 East Fifth Street  
P. O. Box 1150  
Port Angeles, WA 98362  
360-417-4634

### REQUEST FOR PUBLIC RECORDS

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

Requester's Address: \_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I wish to: \_\_\_\_\_ Review a record(s) \_\_\_\_\_ Obtain photocopies of a record(s)  
\_\_\_\_\_ Receive records via email (if file size permits) \_\_\_\_\_ Receive records on thumb drive/Cd/Dvd

Complete description of record requested complete with title and date, if known: \_\_\_\_\_

If receiving photocopies, I understand and agree that the City of Port Angeles will charge a fee for copying the requested document(s). I also understand that the Public Records Officer may require a deposit from me in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If the Public Records Officer makes a request available on a partial or installment basis, the Officer may charge me for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, I understand that the City is not obligated to fulfill the balance of the request.

\_\_\_\_\_  
(Requestor's Signature)

\_\_\_\_\_  
(Date)

Note to Requestor: Also complete Attachment "A" **IF** you are requesting records that may contain a list of individuals. Also complete Attachment "B" **IF** you will be providing your own portable data storage equipment to receive public records.

**CHARGES:**

The charges for the supplying of prints and/or copies of any City document by the City of Port Angeles shall be as follows, provided, that if the total charge for photocopies would be \$5.00 or less, no fee shall be charged or collected:

<u>Paper Sizes/Types</u>		<u>Cost</u>
_____ 8 ½ x 11 - black & white	\$ 0.15 each	_____
_____ 8 ½ x 11 - double-sided, black & white	\$ 0.15 each	_____
_____ 8 ½ x 11 - made by other than City employee, black & white	\$ 0.15 each	_____
_____ 8 ½ x 11 - color	\$ 0.25/side	_____
_____ 8 ½ x 14 - black & white	\$ 0.15 each	_____
_____ 8 ½ x 14 - double-sided, black & white	\$ 0.15 each	_____
_____ 8 ½ x 14 - made by other than City employee, black & white	\$ 0.15 each	_____
_____ 8 ½ x 14 - color	\$ 0.30/side	_____
_____ 11 x 17 - black & white	\$ 0.15 each	_____
_____ 11 x 17 - double-sided, black & white	\$ 0.15 each	_____
_____ 11 x 17 - made by other than City employee, black & white	\$ 0.15 each	_____
_____ 11 x 17 - color	\$ 0.50/side	_____
_____ 18 x 24 prints - black & white	\$ 3.00 each	_____
_____ 24 x 36 prints - black & white	\$ 6.00 each	_____
_____ 36 x 48 prints - black & white	\$ 9.00 each	_____
_____ Zoning Code	\$ 0.15/page	_____
_____ Comprehensive Plan	\$ 0.15/page	_____
_____ Shoreline Master Program	\$ 0.15/page	_____
_____ Budget - black & white	\$ 0.15/page	_____
_____ Budget - color	\$ 0.50/page	_____
_____ Municipal Code Book	\$ 0.15/page	_____
_____ Municipal Code Updates	\$ 0.15/page	_____
<b><u>Plotted Sizes/Types</u></b>		
_____ 18 x 24 - color	\$ 5.00	_____
_____ 24 x 36 - color	\$10.00	_____
_____ 36 x 48 - color	\$15.00	_____
_____ Larger plotted sizes	\$ 2.00 / square foot	_____
<b><u>Faxed copies up to 10 pages</u></b>		
<b>No Charge</b>		
<b>(Documents longer than 10 pages will not be faxed)</b>		
<b><u>Data Types</u></b>		
_____ CD Rom	\$ 1.00 each	_____
_____ DVD	\$ 1.00 each	_____
_____ Thumb Drive Provided by City	\$12.00 each	_____
_____ Thumb Drive (may be provided by customer w/signed waiver)	* <b>No Charge</b>	_____
_____ External Hard Drive (may be provided by customer w/signed waiver)*	<b>No Charge</b>	_____
_____ Audio Tapes	\$ 1.50 each	_____
*Drive must be new and in an unopened package		
<b><u>Other Services</u></b>		
_____ Notary Public Fee	\$5.00/certification	_____
_____ City Clerk Certification	\$5.00/certification	_____
_____ Deed Processing/Recording	Actual Cost	_____
_____ Computer Print-Out of Utility Service Consumption History	\$1.00/request	_____
_____ Conversion of Electronic Formats	\$ 0.10/page	_____
_____ Scanning to Electronic Format	\$ 0.10/ page	_____
_____ Pages greater than 11 x 17 in size	\$30.00/15 minute increment	_____
_____ Preparation of GIS Maps/Data **	\$35.00/15 minute increment	_____
**Maps or data that require extensive processing time or require additional ink and plotting supplies will be charged at a higher rate		
_____ Copies produced by outside source	Actual Cost	_____
_____ Postage		_____
<b>TOTAL DUE</b>		_____

For City Staff Use Only

ACTION:

- a. Request approved by \_\_\_\_\_  
(Records Officer or Designee) (Date)
- b. Request denied by \_\_\_\_\_  
(Records Officer or Designee) (Date)
- c. Portion of request denied by \_\_\_\_\_  
(Records Officer or Designee) (Date)
- d. Reason for denial \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date request completed \_\_\_\_\_

Requestor contacted regarding the fee amount on \_\_\_\_\_ by \_\_\_\_\_

Fees collected on \_\_\_\_\_ by \_\_\_\_\_

Request given/sent to requestor on \_\_\_\_\_ by \_\_\_\_\_



**WAIVER AND RELEASE OF LIABILITY**  
**USING CUSTOMER'S PORTABLE DATA STORAGE EQUIPMENT**  
**FOR PUBLIC RECORDS REQUEST**

Pursuant to PAMC 3.70.010, Finance Department Fees, Customers may provide their own brand, new in unopened package, portable data storage equipment for downloading City documents pursuant to a public records request, provided that Customer executes the within Waiver and Release of Liability:

**Recitals.**

I, the undersigned, acknowledge and fully understand that by providing my own portable data storage equipment (such as a thumb drive, USB flash drive, or external hard drive) that the City assumes no liability for any loss or corruption of existing data or damage to my portable data storage equipment.

**Agreement.**

In consideration of my being allowed to provide my own portable data storage equipment for downloading public records pursuant to my public records request, I hereby represent and agree as follows:

**Assumption of Risks.**

I assume all of the risks described in the Recitals section above and accept personal responsibility for any and all damages of any kind to any portable data storage equipment I provide to the City for electronic transmission of data or loss or corruption of existing data .

**Release of Liability.**

I hereby release, waive all claims of liability against, discharge and hold harmless the City of Port Angeles and its officers and employees, (collectively referred to herein as "Released Parties") from any and all liability to the undersigned for any claims, demands, causes of action, losses or damages, on account of damage to any portable data storage equipment or data thereon.

I have read the above waiver and release in its entirety. I understand that the captions and titles used above are for convenience of reference only and in no way define, limit or describe the scope or intent of the foregoing provisions. I hereby acknowledge that I am signing voluntarily.

Requestor's Signature: \_\_\_\_\_

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