



CITY OF DAYTON
111 South 1ST Street
Dayton, Washington 99328
(T) 509.382.2361 (F) 509.382.2539
(W) www.daytonwa.com

REQUEST FOR PUBLIC RECORDS

Date: _____

Name: _____

Mailing
Address: _____

Telephone: _____

E-mail (if applicable): _____

An accurate description of the record(s) being requested:

The City of Dayton has five (5) business days in which to respond to your request by:

- 1.) Providing an inspection and/or copy(s) of the information requested;
- 2.) Written response acknowledging the receipt of the request and a reasonable estimate of the time in which a record will be made available, or;
- 3.) Denial of the request. If said request is denied, a written statement will accompany the denial setting out specific reasons for the denial as prescribed by RCW 42.17.310(1).

Requestor's Signature _____

Date _____

Official Use:

Date request was received: _____

Received by: _____

Date of Response by City Official: _____

Summary of Documents provide (must attach photo copy of all documents provided):

Other:
