



City of Bremerton
345 - 6th Street, Suite 100
Bremerton, WA 98337-1873
Phone: (360) 473-5323
Fax: (360) 473-5200
www.ci.bremerton.wa.us

Date
Stamp

REQUEST FOR PUBLIC RECORDS

DATE: _____

NAME OF REQUESTOR: _____

BUSINESS OR PARTY YOU ARE REPRESENTING: _____

ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

Please list records requested. Include as much detail as possible, specific dates, and names.

I certify I have read the administrative policies on the back of this form. I further certify that I will not use the requested records for commercial purposes in the event that a list of *individuals* is included in the material provided, as per RCW 42.56.070(9).

SIGNATURE OF REQUESTOR: _____

For Department Use Only

Disposition: Granted [] Denied [] by: _____

Date provided: _____ Mail _____ Pick up _____ E-Mail _____

Charge: _____

Comments: _____

CITY OF BREMERTON
ADMINISTRATIVE POLICY
Disclosing Records and Documents

The City of Bremerton is required by the Washington State Public Records Act RCW 42.56 to allow the general public to inspect and/or copy certain documents during normal business hours Monday through Thursday. A fee for providing copies may be charged.

In general, most of the information processed and retained by the City, such as ordinances, resolutions, contracts, studies, reports, policies and procedures, and correspondence fall in the category of "public" information and thus must be disclosed under the law. Certain information is exempt from disclosure (RCW 42.56.210 -.480), including but not limited to:

1. Personal information in files maintained for employees, appointees, volunteers, or elected officials and such other personal information which would constitute an invasion of privacy, including, but not limited to, residential addresses and telephone numbers, employment applications, and employment tests.
2. Preliminary drafts, notes, recommendations and departmental memoranda in which opinions are expressed or policies formulated or recommended in connection with any Department action, except when publicly cited.
3. Contents of any real estate appraisals made for or by the Department relative to the acquisition or sale of property by the Department are exempt until three years after the date of the appraisal or until sale is abandoned or property sold..
4. Valuable designs, drawings, research data, etc., obtained within five years of the request for disclosure, when disclosing would provide private gain and public loss.
5. Records relevant to a controversy to which the Department is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
6. Lists of individuals (e.g., customer lists) requested for commercial purposes.
7. Proprietary design information provided by equipment suppliers or consultants.
8. Financial or commercial information supplied by businesses or individuals in application for economic development loans or program services.
9. The residential addresses and phone numbers of utility customers.
10. Taxpayer assessment and/or collection information except as necessary for civil or criminal judicial or administrative proceedings.

Questions about the State Public Records Act shall be referred to the City's Public Records Officer:

Public Records Officer
345 6TH Street, Suite 100
Bremerton, WA 98337
(360)473-5323
(360)473-5200 fax
Public.Records@ci.bremerton.wa.us

The Public Records 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.

Fees for Copies:

Photocopies/Scans	\$0.15/page for request over 50 pages
Computer Disks	\$2.00
Certification	\$5.00
Other Categories – Refer to BMC Chapter 3.01	