

Five-Day Response Letter

Five-day response letter – more time needed or clarification requested.

Date

Attorney at Law
Yourtown, WA

RE: Public Records Request

Dear Esq.

This letter will serve as an acknowledgement of your public records request dated _____ . You have requested “[describe the records requested by paraphrasing the request].”

Optional –request additional time and state reason

We are currently in the process of locating the documents you describe and determining if the documents or portions thereof are exempt from disclosure pursuant to RCW 42.56 or other applicable statutes. In addition, [state other reasons –e.g. -- I will be out of town for the next week]. We expect to have the review completed and to have the documents available in [give conservative – but fair date, e.g. --two weeks from today]. If we are unable to meet this deadline, we will notify you of a revised date.

Optional – request clarification of the request

We understand your request to be for the records of the county that show the expenses and costs you request. We do not maintain any record or budget category under that title. We do have a variety of budget reports. Would you like a copy of the budget report for the long-range planning department for the year 2003? After reviewing that report, you may want to meet with the County Auditor or Department Director.

Please call if you have any questions.

Very truly yours,

Public Records Official

c: Department Director
Prosecuting Attorney
Elected Official