

Requesting public records from the City of Montesano

- The City of Montesano has determined that maintaining an index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and office locations
- The City of Montesano strives to provide electronic access to frequently requested reports and documents on the city's website:
www.montesano.city
- Public records are generally available for inspection and copying during normal business hours of Monday through Friday, 8 a.m. to 5 p.m., excluding legal holidays. Records must be inspected at Montesano City Hall. Please call ahead to schedule a time so that we can have the records for you to inspect.

How to file a public records request for City of Montesano documents

A form is available for requesting public records. Montesano prefers requests to be made through completion of this written request form so that both parties have a record of the request. You may submit the form by email or mail using the contact information below. The City of Montesano will provide a response to your records request within five (5) business days by taking one of the following actions:

- Make the requested record(s) available.
- Make a portion of the records available in installments as they are assembled.
- Ask for clarification if the request is unclear.
- Acknowledge the request and provide a reasonable estimate of time needed to respond;
or
- Deny the request.

Information to include in a public records request

- Name, address, and e-mail or telephone number of the person requesting the record;
- Date on which the request is being made; and
- Description of the record(s) requested.

Requests and questions about City of Montesano public records should be directed to:

City of Montesano
112 North Main Street
Montesano, WA 98563
email: recordsrequest@montesano.us
Phone: (360) 249-3021
Fax: (360) 249-3690

Inspection of Records

1. The City of Montesano will provide a space for persons to inspect records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requester shall indicate which documents he or she wishes the city to copy or scan.
2. The requester must make arrangements to claim or review the assembled records within fifteen days of notification that the records are available for inspection, copying or scanning.
3. If the requester fails to claim or review the records within the fifteen-day period or make other arrangements, the City may close the request and re-file the assembled records. In the event the requester submits a new request for the same or almost identical records, the process will begin anew.

Charges for documents

The City of Montesano strives to provide frequently requested documents on its website and to provide records through website links or in electronic format whenever possible.

For paper or copies of records which must be scanned in order to produce, there is a charge of \$0.15 per page. This amount will need to be paid to the City before copies (paper or scanned) are made. Copies of photographs, oversized documents, videos, CDs and other forms of reproduction are provided at the actual cost.