



City of Milton
 Office of the City Clerk
 1000 Laurel St
 Milton, WA 98354
 (253) 922-8733

FOR CITY USE ONLY	
Date Received:	
Received By:	
Request #:	
Date Forwarded To Clerks Office:	
Forwarded To/Date:	

Request for Public Records

RCW 42.56 and City of Milton Public Disclosure Policy

Name: _____ Date of Request: _____

Preferred method of contact (phone/address/e-mail): _____

This completed form can be submitted in person at the address above, or electronically by email to tsummers@cityofmilton.net.

*** Police records:** The City of Milton contracts with South Sound 911 for the provision of police records. Those requests can be submitted through an online portal at [SS911](#), or by mail at:

Records Custodian – South Sound 911
 955 Tacoma Ave S, Suite 202
 Tacoma, WA 98402

*** Court records:** The City of Milton contracts with the City of Puyallup for court services. Requests for court records can be submitted [through their website](#), or by [mailing this form to](#):

Puyallup & Milton Municipal Courts
 929 E Main, Suite 120
 Puyallup, WA 98372

Description of Records Requested:

Please provide as much detail as possible to assist in identifying the records sought. Include subject, titles, acronyms, dates, and offices to be searched.

Check if there are additional pages included with this request.

I would like to: Review/Inspect records (no charge) Receive copies (see fees below)

If requesting copies, I prefer to have the copies: mailed e-mailed will pick up

The City of Milton charges \$.15 for each letter and legal sized page. Other charges apply for other mediums; [refer to current Fee Schedule](#).

Relevant Information: Local governments are not required to create new documents to comply with the Public Records Act. (WAC 44-14-04003) Lists of individuals' names cannot be used for commercial purposes, and the City is not authorized to provide them for such purposes. (RCW 42-56-070(9)) This request will receive a response from the Public Records Officer within five business days. This form is a public record and will be released if responsive to a public records request.