



City of Camas
Phone (360) 834-6864
616 NE 4th Ave. Camas, WA 98607

Public Records Request Form

Requester Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Description of Records

Delivery Method

- ☐ Public Portal (JustFOIA) ☐ Email ☐ Mail (postage fees apply)
☐ Flash Drive (\$5 each) ☐ Inspection of record ☐ Pick up in office (copy charges may apply)

Per RCW 42.56, the City of Camas has five business days to respond to requests for public records. If the information will not be available within five business days a reasonable estimate of the time to provide the record will be given. Denials will give specific reasons for the denial. RCW 42.56 prohibits the disclosure of lists of individuals when such lists are requested for commercial purposes.

Signature: _____

Date: _____

Below this line for office staff use

ID Verified By: _____

Date: _____

Type of Identification Provided

Records Released

Records Released: _____

Copy of Records Received/Released by: _____ **Date:** _____