



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 Clerk's Office:	
Forwarded To/Date:	

## Request for Public Records

RCW 42.56 and City of Milton Public Disclosure Policy

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred method of contact: Email \_\_\_ Phone \_\_\_ Mail \_\_\_

Should your identity remain anonymous? Yes \_\_\_ No \_\_\_

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

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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.