



City of Napavine

407 Birch Ave SW P O Box 810 Napavine, WA 98565
Phone: (360) 262-3547 Fax: (360) 262-9199

John Sayers, Mayor
Penny Jo Haney, City Clerk

PUBLIC RECORDS REQUEST PROCESS

The City of Napavine is a municipal government agency with utility services, Community Development, Public Works, Police and Municipal Court departments. The City of Napavine's central office is located at 407 Birch Ave. SW, Napavine, Washington. The mailing address is P.O. Box 810, Napavine, WA 98565.

Any person wishing to request access to the City of Napavine's public records, or seeking assistance in making such a request should contact the public records officer of the City of Napavine. The Public Records Officer is: Penny Jo Haney, City Clerk

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Napavine, WA 98565
360.262.3547 extension 213
360.262.9199 FAX
phaney@cityofnapavine.com

The public records officer will oversee compliance with the Public Records Act; however, another staff member may process the request in the absence of the public records officer. These rules will refer to the public records officer "or designee". The public records officer or designee and the City of Napavine will provide the "fullest assistance" to requestors; create and maintain for use by the public and City of Napavine officials an index to public records of the City of Napavine, if applicable; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the City of Napavine.

The cost per page is fifteen cents (\$.15) per page for photo copies set by RCW 42.56.120. There is no fee to inspect records; however, the Clerk's Office requests an appointment be made to inspect records. The allowed time for the City to respond to a request is five (5) working days, and does not include the date of the request. More time may be allowed or agreed upon depending on the length of the documents requested.