

P046873-061224 - Public Records Request

Message History (3)

✉ On 6/20/2024 12:21:30 PM, City of Kirkland wrote:

Subject: Public Records Request :: P046873-061224

Body:

06/20/2024

Heather Kelly

RE: 5 Day Letter; P046873-061224

Dear Heather Kelly,

We are writing to update you on the status of your public records request. Per **RCW 42.56.520(2)** *additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.*

The Kirkland Police Department Records Unit requires more time to:

1. Identify responsive records, and/or
2. Assemble responsive records, and/or
3. Review the responsive records to determine whether any of the information is exempt from disclosure.

At this time, the City believes that records responsive to your request will be available on or before 6/27/2024. We will provide you with a status update on your request on or before that date.

Should you have any questions please do not hesitate to respond to this email through your portal account, or contact Kirkland Police Records at (425) 587-3481.

Respectfully,

Kirkland Police Records Staff

11750 NE 118th Street • Kirkland, Washington 98034-7114 • 425.587.3481 • www.kirklandwa.gov

✉ On 6/12/2024 10:45:26 AM, City of Kirkland wrote:

Dear Heather Kelly,

This will acknowledge receipt of your request for access to public records pursuant to the Washington State Public Records Act, Ch. 42.56 RCW. Your request was given the reference number P046873-061224 for tracking purposes.

City staff has begun work on your request and will contact you within five business days, either with the records you have requested, to provide you with an estimate of what date the records will be available for you, or to request a clarification, if necessary. Note that we may also direct you to the City's website if the records are available there, notify you that some records may be withheld or redacted, or inform you that there are no responsive records.

If you submitted your request to the Police Department, please call (425) 587-3481 if you have questions. If you submitted a request to any other department, please call the City Clerk's office at (425) 587-3190. You can also monitor the progress of your request at the link below and you will receive an email when your request has been completed.

Kirkland Public Records

To track your request and respond, visit the [Public Records Request Portal](#), then click on "View My Public Records Requests."

✉ On 6/12/2024 10:45:25 AM, Heather Kelly wrote:

Request Created on Public Portal