

Auburn

DATE

ADDRESS

**RE: PUBLIC RECORD REQUEST FOR**

GREETING:

Pursuant to RCW 42.17.320 and Doe I v. Washington State Patrol, 80 Wn. App. 296 (1996), this letter acknowledges receipt of your public record request addressed to the City of Auburn received by this office on DATE.

Please be advised that the City responds to numerous public records requests and estimates the time of response of your specific request to be approximately ten working days from the date of this letter. Please be aware that the response time being provided to you is an approximation only, however, this office will make every reasonable effort to respond as promptly as possible to your public record request.

Sincerely,

Danielle Daskam  
City Clerk