



City of Tacoma

PUBLIC RECORDS OFFICER – CONTACT INFORMATION

Wendy Fowler, Records Management Supervisor / Public Records Officer

City Clerk's Office

747 Market Street, Room 220

Tacoma, WA 98402

253-591-5188 pdr@cityoftacoma.org

253-591-5198 wfowler@cityoftacoma.org

It is preferred that Public Disclosure Requests be made in writing on the City's Public Disclosure Request Form, however, other written formats such as email are acceptable, and should include the requester's name, daytime phone number, address, and the specific items being requested. Requests can be delivered to the City in person, by U.S. mail, email, phone, or submitted via the City of Tacoma's internet site at <http://www.cityoftacoma.org/PDR>. Oral requests will be transferred to the City's Public Disclosure Form, or other written format, by the staff member receiving the request.

In order to provide the best possible customer service, and to ensure compliance with state law, all PDR's shall be directed to one of the following three locations:

1. Requests for general government information:
Public Records Officer, City Clerk's Office
747 Market Street, Room 220, Tacoma WA 98402
<http://www.cityoftacoma.org/PDR>
2. Requests for Tacoma Public Utilities information:
Records Management Supervisor, Tacoma Public Utilities
PO Box 11007, Tacoma WA 98411
OR in person at: 3628 S 35th Street, Tacoma WA 98409
http://www.mytpu.org/contact/request_public_records/
3. Requests for Municipal Court information:
Court Administrator, Tacoma Municipal Court,
930 Tacoma Ave S, Room 841, Tacoma WA 98402

If the requester, or staff member, is unsure of where to file the request, it shall be filed with the Public Records Officer in the City Clerk's Office, who will then determine which department(s) shall fulfill the request.