

Public Records Request

Requests accepted by mail, fax, e-mail or in person. Please do not submit Records Requests by phone.

The following information is to be filled out by the person requesting records.

Date of Request:

Name of Requestor:

Address:

City:

State:

Zip Code:

Phone Number:

E-mail address of Requestor

Title of Record(s) (if known)

Date of Record(s) (if known)

Location of Record(s) (if known)

Please describe the records you are requesting and any additional information that will assist us in locating this record(s) for you as quickly as possible. Failure to provide information sufficient to identify the record(s) may result in denial of request.

I understand I may review records without charge. I further understand that if I request copies I will pay .15 per page for standard copies, plus the actual production cost of non-paper records and non-standard copies as may be adopted by District resolution. I agree to prepay all duplication charges associated with my request.

- I wish to have copies/duplicates of the records indicated above.
- I wish to make an appointment to review the records indicated above before copies are made.

Method by which I would like to receive the information I have requested

- Mailed to me
- E-mailed to me
- Call me and I will pick up in person

The District is prohibited from providing any lists of individuals obtained through this request for public records for commercial purposes, per RCW 46.56.070(9)

It is the District's policy to respond within **five business days** of receiving a public records request by either

1. Providing the record(s);
2. Providing an internet address and link on the District web site to the specific records requested;
3. Acknowledging that the District has received the request and providing a reasonable estimate of the time the District will require to respond to the request;
4. Denying the request.

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 information requested is exempt and that a denial should be made as to all or a part of the request. In acknowledging receipt of the request that is unclear, the District may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the District need not respond to it. RCW 42.56.520

REQUESTOR:

Signature

Date

For District staff use only:

Date Received: _____

Comments: _____

Date completed: _____

Request Denied:

Fees \$ _____ Total \$ _____

Copies provided: