



PUBLIC RECORDS REQUEST

Date Received:

Date:	Name:
Address:	
Phone Number:	Email Address:

DESCRIBE PUBLIC RECORDS REQUEST: (Please be specific in describing the record(s) being requested and any additional information that will aid in the location of the record(s) such as a title or date of record)

District response: within five business days of receipt of the request, the Public Records Officer will do one or more of the following: (1) provide the records available for inspection or copying ; (2) provide an internet address and link on the District's website to the specific records requested; (3) acknowledge receipt of the request and provide a reasonable estimate of the time the District will require to respond to the request; (4) acknowledge receipt of the request and ask the requestor to provide clarification for a request that is unclear and provide, to the greatest extent possible, a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or (5) deny the request..

Additional time required to respond to a request may be based on 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 to all or part of a request. In acknowledging receipt of a 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, and the entire request is unclear, the District need not respond to it. Otherwise, the District will respond to those portions of the request that are clear. See Chapter 42.56 RCW.

Requestor: [] I certify that the information obtained through this "Public Records Request" will not be used for commercial purposes.
[] I wish to have copies of the records indicated above. I understand that there will be a charge for duplication of the requested records, in hard copy or electronic format, in an amount established by District resolution. The requestor may be required to provide a deposit in the amount of ten percent of the estimated cost of providing copies of the records. If the District provides copies of records on a partial or installment basis, the requestor shall pay the copy charge for each installment as it is provided to the requestor.
[] I wish to make an appointment to review the records indicated above before copies are made.

Signature

Date

Received By:	Forwarded To:	Responded By (Date):
Action Taken:		
Action Taken By:		Date Action Taken:
# of Copies	# of Pages	Copy
Per Chapter 2.25 Public Records:		Electronic Format
Per page/ scan/file/ charge:	\$	(See fees adopted under chapter 2.25 of the District's Code, Public Records)
TOTAL CHARGE: \$		

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