REQUEST FOR PUBLIC RECORDS

In accordance with RCW 42.56.520

Date of Request

Requested By

(Individual)

(Phone)

(Organization)

(Fax)

(Address)

(Email Address)

Description of Requested Records: (Please indicate the number of copies being requested)

(Attached additional pages as needed for request.)

RCW 42.56.070(9) prohibits the disclosure of lists of individuals for commercial purposes. If requesting lists of individuals, please affirm the following statement by checking the box at the end of this sentence:

I WILL NOT use any requested lists of individuals for commercial purposes.

Signed

Representing

Dated

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For District Use Only

Date Processed

Processed by

Approved by

Title

Costs: $0.15 per page for photocopies or printed copies.

$0.10 per page for scanned records.

$0.05 per each four electronic files or attachments to email.

$0.10 per gigabyte in electronic format.

--If the District has to pay an off-site vendor for copying of public records in non-standard formats, the requestor shall pay the costs of such duplication as set forth in the District’s adopted policies.

--The District may require a deposit of up to 10% of the estimated cost of copying all public records selected by the requestor.

Number of Pages _______ x Cost from above _______ = $__________

Number of Non-Standard Copies _______________ x $____ each page = $__________

Postage Charges/Shipping Container $__________

Fax Charges $__________

TOTAL AMOUNT DUE $__________