



## PUBLIC RECORDS REQUEST FORM\*

*Please Print Legibly or Type*

Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Public Records or Information Requested:

*(Describe the records or information sought with enough detail for the Peninsula School District to respond. Be as specific as your knowledge of the available records will allow; however, it is more important to describe the information you are seeking.)*

The Public Records Act (PRA) prohibits agencies from providing lists of individuals requested for a commercial purpose, unless specifically authorized by law. See RCW 42.56.070(8). The PRA authorizes agencies to require a requestor provide information as to the purpose of the request in order to establish whether inspection or copying would violate the statute. See RCW 42.56.080, and SEUI Healthcare 775NW v. State, 193 Wn. App 377 (2016).

### Return Form to:

Mail: Public Records Manager  
 Peninsula School District  
 14015 - 62nd Ave NW;  
 Gig Harbor, WA 98332-8698  
 Fax: (253) 248-0652  
 Email: [publicrecords@psd401.net](mailto:publicrecords@psd401.net)

*\*Do NOT use this form to request Student Records or Transcripts*