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PUBLIC RECORDS REQUEST FORM

(Please Print)

Date of Request: _____

Name of Requestor: _____

Company/Organization: _____

Phone Number(s): _____

Fax Number: _____ Email Address: _____

Mailing Address: _____

Name and Detailed Description of Public Records or Information Requested:

I understand that I will be charged 15 cents per page for all standard and legal sized copies. The District will also charge actual costs of mailing, including the cost of the shipping container or envelope. The cost for providing electronic records is as follows: 1. Ten cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records; 2. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; 3. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and 4. The actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

A customized service charge may be imposed if the District estimates that the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the District for other District purposes. The customized service charge may reimburse the District up to the actual cost of providing the services in this paragraph.

Before beginning to make the copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor, including the cost of a customized service charge according to the provision above.

I understand that my request is subject to disclosure under the Washington State Public Records Act (Chapter 42.56 RCW). I understand that if a list of individuals is provided to me by the Port Angeles School District, it will neither be used for commercial purposes or to give or provide access to material to others for commercial purposes as prohibited by RCW 42.56.070(9).

Requestor's Signature: _____ Date: _____