



North Beach School District No. 64  
**PUBLIC RECORDS REQUEST**

All records maintained by North Beach School District are available for public inspection unless specifically exempted by law. You are entitled to access public records, under reasonable conditions, and to copies of those records upon paying the costs for making the copy. The more precisely you identify the record you seek, the more responsive we can be. North Beach School District provides access to existing records in its possession; however, the district is not required to collect information or organize data to create a record not existing at the time of the request.

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

Name of Requestor (provide first and Last name) \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Do you intend to inspect the records in person, obtain a photocopy at the costs identified, or received the records electronically?  
\_\_\_\_\_

What is the method (telephone, email, US Mail) we should use to communicate with you?  
\_\_\_\_\_

**Description of the records you wish to request.** Include the date and location of the record if known.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit via US Mail: North Beach School District  
P.O. Box 159  
Ocean Shores, WA 98569  
Attn: Public Records Request

***A response to each written request of district records will be provided within five (5) business days.***

Submit via Email: [rgriffiths@northbeachschools.org](mailto:rgriffiths@northbeachschools.org)

Please indicate on the subject line: Public Records Request along with your first and last name