



**RAINIER SCHOOL DISTRICT NO. 307**

Human Resources Department  
PO Box 98  
Rainier, WA 98576

**REQUEST FOR PUBLIC RECORD**

NAME	FIRM/ORGANIZATION
ADDRESS	PHONE/CELL/FAX
CITY/STATE/ZIP	E-MAIL

Provide a **description of the public records** you are requesting that is sufficiently specific for Rainier School District to identify and locate the records. Failure to adequately identify records may cause delay or incomplete response. (Use additional pages if necessary.)

If the request is for a **list of individuals**, please be advised that RCW 42.56.070(9) does not authorize the district to release such information for any commercial purposes unless otherwise expressly required by law. For such requests you are required pursuant to RCW 42.56.080 to **state its purpose**:

I prefer to view records at RSD

I prefer paper copies of records

I prefer electronic records

SIGNATURE

DATE

**DELIVER/MAIL/FAX YOUR REQUEST TO:**

Human Resources Dept.  
Rainier School District  
207 Centre St S – PO Box  
98 Rainier, WA 98576  
Fax: 360-446-2918

**FEES:**

\$0.15 / page Documents in excess of 25 pages  
Actual cost Maps, computer disks, binders, flash drives, etc.  
Actual cost Postage charges for mailing requested records  
The district may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimated copying costs before the district begins copying the requested records. No documents will be released until full payment is received.