



Public Records Request

Name _____ Organization/Firm _____

Address: _____

Phone _____ Fax _____

Email: _____

Provide a **description of the public records you are requesting** that is sufficiently specific for Yelm Community Schools 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 YCS

I prefer copies of records

Signature

Date

DELIVER/MAIL/FAX/E-MAIL YOUR REQUEST TO:

Human Resources Dept, Public Records Coordinator
Yelm Community Schools
PO Box 476 Yelm, WA 98597-0476
FAX: 360.458.6286
Doyla_Buckingham@ycs.wednet.edu

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 percent of the estimated copying costs before the district begins copying the requested records. No documents will be released until full payment is received.