

# Public Records Request Form



Date Request submitted: \_\_\_\_\_

## Requester Information

FullName: \_\_\_\_\_  
Company: \_\_\_\_\_  
MailingAddress: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Records Requested

*Please describe the records you are requesting along with any additional information that may help us locate the records for you as quickly as possible. If more space is needed, please attach pages or include additional details and information in your cover letter or email.*

- If this request is for a list of individuals, by checking this box, I certify that the information will not be used for commercial purposes. The District is not authorized to provide public records consisting of individuals for commercial use per RCW 42.56.070(8).

## Records Response

- I would like to inspect the record(s) in person at no charge.
- I would like to receive copies of the record(s) requested. I understand that fees may be charged for duplication of records per Board Procedure 4040P. Please make my records available by:

\_\_\_\_\_ Email

\_\_\_\_\_ In Person

\_\_\_\_\_ U.S. Mail (Postage fees may apply)

## Fees (RCW 42.56.120):

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
- Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
- Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations;
- The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.