

**REQUEST TO INSPECT PUBLIC RECORDS**

In accordance with RCW 42.56 the undersigned requests access to inspect and/or copies of specific records or portions thereof listed below.

Name of Requestor: \_\_\_\_\_

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

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

Affiliation: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

- ☐ I request to inspect the physical record(s), if any.
- ☐ I request print copies of the record(s). I agree to pay the fee as per the fee schedule detailed on this form and in policy/procedure 4040. The district may require a deposit not to exceed 10 percent of the estimated cost and may charge per installment.
- ☐ I request electronic records (via email or secure file sharing service) when available or in a format reasonably translatable. I agree to pay the fee as per the fee schedule detailed on this form and in policy/procedure 4040. The district may require a deposit not to exceed 10 percent of the estimated cost and may charge per installment.

**Description of the records you wish to request.** Include the date and location of the record, if known. The more precisely you can identify or describe the record(s) you seek, the more responsive we can be. This information assists us to efficiently identify and locate records.

**Fee schedule for public records.** For more information, see procedure 4040. If the district determines and documents that the fees allowed under this procedure are clearly equal to, or more than, two dollars, the district may instead charge a flat fee of two dollars to provide the records. If the district charges a flat fee for the first installment, the district will not charge an additional flat fee or a per page fee for any subsequent installments.

Customized service charge (in addition to fees for copies—see below)	Actual Cost
<b>Copies</b>	
Photocopies, printed copies of electronic records when requested by the requestor, or for the use of district equipment to make photocopies	15 cents / page
Scanned records, or use of district equipment for scanning	10 cents / page
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery	5 cents for every 4 electronic files or attachments
Records transmitted in electronic format or for use of district equipment to send records electronically	10 cents / gigabyte of data
Digital storage media or devices	Actual Cost
Any container or envelope used to mail copies	Actual Cost

Submit form via U.S. Mail or in person:

Bellingham Public Schools  
Attention: Records Officer  
1985 Barkley Boulevard  
Bellingham, WA 98226

Submit form via email: [Dana.Smith@bellingshamschools.org](mailto:Dana.Smith@bellingshamschools.org)

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