



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
\$0.10/page	Records scanned into electronic format
\$0.05/4 files	Electronic files or attachment uploaded to email, cloud-based storage service, or other means of electronic delivery
\$0.10/GB	transmission of public records in an electronic format or for the use of agency equipment to send the records electronically.
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.