



**YELM COMMUNITY SCHOOLS, DISTRICT NO. 2**

Human Resources Department  
 PO Box 476  
 Yelm, WA 98597

**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 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(8) 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
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**DELIVER/MAIL/FAX/E-MAIL YOUR REQUEST TO:** Human Resources Dept., Public Records Coordinator  
 Yelm Community Schools  
 107 1<sup>st</sup> Street North - PO Box 476  
 Yelm, WA 98597-0476  
 FAX: 360.458.6286  
 pra@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 (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.