



## PUBLIC RECORDS REQUEST FORM

Requests for public records can be mailed,  
faxed or hand-delivered.

Requestor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**RECORDS REQUESTED:** Please describe the identifiable records you are requesting and any additional information that will help us locate said records. RCW 42.56.520 requires a response within five (5) business days.

I understand that Washington State Law (RCW 42.56.070 (9)) prohibits the use of lists of individuals for commercial purposes. I understand that "commercial purposes" means that the list will be used for facilitating profit-expecting activity. I hereby declare under penalty of perjury pursuant to the laws of the State of Washington that I will not use the list of individuals obtained from this request for commercial purposes. I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the list of individuals I am obtaining.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ City/State Where Signed: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ (Name/Department)

Request Received—  In Person  By Telephone  By Email Response Required By: \_\_\_\_\_

Action Taken:

- Approved:** Request fulfilled. Notified Requestor that Records are available and where. If copies were requested and payment or deposit on payment has been made; Copies Sent.
- Request to Be Denied:** IMMEDIATELY forward to CEO for Legal Review.
- Record Partially Withheld:** Notified Requestor of reason for partial withholding, listing exemption(s) cited. Copy of letter attached.
- Legal Review Required:** Estimated \_\_\_\_ days needed for final response. Notified Requestor. Copy of letter attached.
- Clarification Needed from Requestor:** Contacted Requestor for clarification and notified same of estimate of when records will be available. Copy of letter attached.
- DENIAL APPROVED:** Requestor to be notified by mail of reasons for final denial.

COMMENT: \_\_\_\_\_