

Request for Searches or Copy of Public Records

It is our policy that ALL records are available for public disclosure unless specifically exempted. This form will be used to expedite requests and insure compliance with our policy and Washington State public disclosure laws.

REQUESTOR (Please print)

Name: _____ Date of Request: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Other Contact Information: _____

Describe the Records of Information Requested:

I, the undersigned, do declare: I understand the use of public documents containing lists of individuals for a commercial purpose violates Washington State Law and the privacy of the individuals. "Commercial purposes" means contacting or affecting such individuals to facilitate, in any manner, for a profit-making activity. Therefore, I agree not to use the information requested nor allow others to use it for such purposes.

Requestor's Signature: _____ Date: _____

RESPONSE

Department or Section: _____

Record released by: _____ Date answered: _____

- \$8.00 per hour minimum with no charge for 15 minutes. \$1.00 per page for recorded documents.
R.C.W. 36.18.010
- Record or information not available as requested.
- Record or information available for inspection on _____ at _____ during normal working hours.
- Copies available upon payment of copy and/or search fees totaling \$ _____
- Requested information not available at this time. Estimated availability in _____ days.
- Unable to process request as described; please clarify request by being more specific for information desired.
- Request denied - record or information exempt from Public Disclosure. Internal review will be done within 2 days.
- No guarantee - We only search our records.

Comments:

