



# Water District 125



## PUBLIC RECORDS REQUEST

<b>Name:</b>
<b>Company/Org:</b>
<b>Address:</b>
<b>Telephone:</b> _____ <b>Fax:</b> _____
<b>E-Mail:</b>

**Records Request:** *(Please be specific in describing the record(s) being requested and any additional information that will aid in the location of the record(s) such as title or date of record)*

**Project Name (if applicable):** \_\_\_\_\_

**Tax Lot Number (if applicable):** \_\_\_\_\_

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It is the District's policy to respond to a records request within five business days of receiving a public records request by either: (1) providing the record; (2) acknowledging that the District has received the request and providing a reasonable estimate of the time the District will require to respond to the request; or (3) denying the request. Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request or to determine whether any of the information requested is exempt and that a denial should be made to all or part of a request. In acknowledging receipt of a request that is unclear, the District may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the District need not respond to it. See RCW 42.56.520

- I wish to have copies of the records indicated above. I understand that there will be a charge for duplication of the requested records. A minimum of \$0.15 per page will be charged to the requestor. The requestor may be required to provide a deposit in the amount of ten percent of the estimated cost of providing copies of the records. If the District provides copies of records on a partial or installment basis, the requestor shall pay the copy charge for each installment as it is provided to the requestor.
- I wish to make an appointment to review the records indicated above before copies are made.
- I certify that the requested records shall not be used for commercial purposes.

<b>Signature</b>	<b>Date</b>
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<b>For District Use Only</b>			
<b>Date Received:</b>	<b>Received By:</b>	<b>Forwarded to:</b>	<b>Responded By (date):</b>
<b>Time:</b>			

**Comments/List information provided:**

\_\_\_\_\_

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<b>Request was satisfied:</b> Yes ___ No ___	<b>Denied for the following reason:</b>
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<b>Date Completed:</b>	<b>District Representative:</b>
<b>Charges:</b> U.S. Mail or UPS \$0.15 (8-1/2"x11" and 8-1/2" x 14") Res. # 348	<b>Mailing:</b> _____ <b>Subtotal:</b> _____ <b># Copies:</b> _____ <b>Subtotal:</b> _____ <b>Total:</b> _____ <b>Receipt No.</b> _____