



# PUBLIC RECORDS REQUEST FORM

25720 Maple Valley Black Diamond Road  
Attn: Tamara Wheeler  
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*(PLEASE PRINT)*

REQUESTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title, author, and date, if known.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I would like to:**

- Inspect the records at no charge (I may request copies after inspection for a fee, see below).
- Receive copies of the records at a charge of \$.15 per page. I am willing to pay up to \$\_\_\_\_\_ for the copies. A deposit of 10% of the estimated costs of copying all the records is required.
- Receive copies of the records scanned into electronic format at a charge of \$.10 per scanned page. I am willing to pay up to \$\_\_\_\_\_ for the copies. A deposit of 10% of the estimated costs of scanning records into electronic format is required.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Limitation on Use for Commercial Purposes**

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

*For District Use Only*

Date Request Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**LOG / EXEMPTION / PRIVILEGE**

PAGE #	DATE	DOC TYPE	AUTHOR	RECIPIENT	EXEMPTION	BRIEF EXPLANATORY EXEMPTION

	DATE	SENDER	COMMENTS
Five-day Notice Sent:			
Second Notice Sent:			
Date for First Installment:			
Date for Completing Request:			
First Installment Provided:			
Other Installments Provided:			
Response Completed:			

**PUBLIC RECORDS PROVIDED**

	DATE SENT	SENDER
NUMBER OF PAGES X \$ .15 =		
NUMBER OF PAGES X \$ .15 =		
NUMBER OF PAGES X \$ .15 =		
AMOUNT OF DEPOSIT REQUIRED		
<b>TOTAL CHARGE</b>	<b>\$</b>	