



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

Received By: \_\_\_\_\_

**PUBLIC RECORDS REQUEST FORM**  
**RCW CHAPERT 42.56 PUBLIC RECORDS ACT**

**SECTION 1. Must be completed by the requesting person, business, or agency.**

<b>Name (print)</b>	<b>Agency</b>
<b>Mailing Address</b>	<b>Daytime Phone</b>
<b>City, State, &amp; Zip</b>	<b>Cell Phone</b>
<b>Email address</b>	

**Record(s) requested** This must describe an identifiable record(s). This form is not intended for general inquiries.

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**Action requested**       Inspection       Copy

**Desired Audio/Video format, if applicable**       Cassette       CD       DVD

I agree to pay all copy charges pursuant to the District's fee schedule. If I have requested a list of names, I certify that the information obtained through this public disclosure request will not be used for commercial purposes. RCW 42.56.070(9).

**Requestor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION 2: To be completed by District Personnel.**

- No identifiable record can be located.
- The record you requested is exempt from disclosure by law. (*See reverse*)
- Additional time is necessary to process your request. RCW 42.56.520 (*See reverse*)
- The record was picked up in person.      Signature \_\_\_\_\_  
The amount of \$\_\_\_\_\_ for \_\_\_\_\_ copies was paid upon receipt.
- Record(s) have been mailed and \$\_\_\_\_\_ amount billed.
- Portions of the record(s) are exempt from disclosure and have been redacted. (*See reverse*)

**RCW CHAPTER 42.56 PUBLIC RECORDS ACT**

- The document(s) you requested are exempt and/or portions of the document(s) you requested are redacted for the following reason(s):
  - 1. Residential addresses, residential telephone numbers, personal wireless numbers, personal electronic mail addresses, social security numbers, and emergency contact information of employees or volunteers of a public agency and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic email address, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency that are held by any public agency in personnel records. **RCW 42.56.250(3)**
  - 2. Attorney-client privileged communication(s) and/or attorney work product. **RCW 42.56.070(1); RCW 5.60.060(2)(a); RCW 42.56.290**
  - 3. Personal information in files maintained for employees, appointees, or elected officials to the extent disclosure would violate their right to privacy. **RCW 42.56.230(2)**
  - 4. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- In accordance with **RCW 42.56.520** additional time is needed to **clarify the intent of the request, locate and assemble the information requested, notify third persons/agencies affected by the request, and/or determine whether any of the information requested is exempt and that a denial should be made to any or all parts of the requests.**

I anticipate (additional) documents, if any, will be released on \_\_\_\_\_.

- This is a **partial or installment release. If payment is not received or the records are not claimed, the District is not obligated to fulfill the balance of this request. RCW 42.56.120**

**If you have any questions or concerns about your Public Records Act Request, please contact the General Manager at (360) 665-4144 or email [generalmanager@northbeachwater.com](mailto:generalmanager@northbeachwater.com).**

This form was completed for North Beach Water District by \_\_\_\_\_ on  
SIGNATURE

\_\_\_\_\_  
DATE

PLEASE NOTE: Local governments are not required to create new documents to comply with the Public Records Act.