



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

SECTION A: FOR DISTRICT USE ONLY
Date
Request Number
Department
Request Received By:

This completed form is an open public document and may be released to any requestor.

Section B – Requestor/Records Request Information

Requestor Name:	Phone Number:	Email Address:	
Address:	City:	State:	Zip:
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific record(s):			Request made: <input type="checkbox"/> By Phone <input type="checkbox"/> By Fax <input type="checkbox"/> By Mail <input type="checkbox"/> By Email Attach request if applicable
If record(s) concern individual(s) other than requestor, please state name(s):		If this request is for a list of individuals, is the list to be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section C – Blaine-Birch Bay Park and Recreation’s Response

- ALLOW ACCESS Charge is \$.15 for each black and white photocopy.
- WE DO NOT HAVE THE RECORD(S)
- DENY ACCESS The records you have requested are legally exempt from public disclosure by the following authority:

Section D – Requestor Notification

Person Contacted:	Date:	Time:
<input type="checkbox"/> By mail <input type="checkbox"/> by phone <input type="checkbox"/> In person <input type="checkbox"/> by email	I made the District’s final response as stated: Signature:	