



REQUEST FOR PUBLIC RECORDS

Name of Requestor: _____

Mailing Address: _____
Street Address *Apt/Unit #*

City *State* *ZIP code*

Phone: _____ Email: _____

Date: _____

Describe the records requested and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that any list of individuals obtained through this request will not be used for commercial purposes in violation of RCW 42.56.070(8).

Signature and Date

Please identify how you would like to view the records:

- | | |
|--|---|
| ☐ Inspect the records at Snoqualmie Valley Watershed Improvement District offices | ☐ Receive hard copies via <i>(select one)</i> mail ☐ or pickup ☐ |
| ☐ Receive electronic copies via email | ☐ Receive electronic copies via <i>(select one)</i> : flash drive ☐ mail ☐ or pickup ☐ |

FOR USE BY PUBLIC RECORDS OFFICER

	Date	Initials	Notes
Date Received	_____	_____	_____
Five-Day Notice Sent	_____	_____	_____
Installments	_____	_____	_____
Request Completed	_____	_____	_____
Cost Information	_____	_____	_____
If exemptions are claimed, complete Exemption Log			

Staff Involved in Search:

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Search Terms and Parameters:

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Locations Searched:

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Accounts Searched:

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Records Provided:

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