



Requester: Please complete the form and submit it to the Public Records Officer at Highline Water District P.O. Box 3867 Kent, WA 98032-0367

**REQUEST FOR PUBLIC RECORDS**

Public Records/Information Requested	Date of Request	Time of Request
1. Inspection only: Yes <input type="checkbox"/> No, I want copies <input type="checkbox"/> Use the space below to identify the public records (Be Specific)		
<b>Requested By (Note: All information must be provided)</b>		
	Name	
	Address	
	City/State	
	Zip	
	Tel.	
<b>REQUESTER – READ AND SIGN</b>		
	I understand that if a list of individuals is provided me by Highline Water District, it will neither be used to promote the election of an official or promote or oppose a ballot proposition as prohibited by RCW 42.17.130, nor for commercial purposes or give or provide access to material to others for commercial purposes as prohibited by RCW 42.17.260(9) I understand that I will be charged fifteen cents (\$.15) per copy for all standard letter size copies I desire and that other size publications are available at cost.	
2. If the request is for an electronic CAD file, a signed CAD Files Use Agreement must be signed (See Procedures P2.12.030)	Requester's Signature _____	
CAD File is being requested Yes <input type="checkbox"/> No <input type="checkbox"/>		

**REQUEST TO BE SENT BY: (Select how you want to receive documents you requested – any method other than pick-up will incur additional charges)**

Pick-up <input type="checkbox"/> (provide telephone #)	U. S. Mail <input type="checkbox"/>	Local Carrier <input type="checkbox"/>
FedEx Other <input type="checkbox"/>	FedEx Priority Overnight <input type="checkbox"/>	FedEx Standard Overnight <input type="checkbox"/>

**FOR OFFICE USE ONLY**

Public Records Officer's Approval \_\_\_\_\_ Date: \_\_\_\_\_

Public Records Officer's Denial \_\_\_\_\_ Date: \_\_\_\_\_

Justification/Comments: \_\_\_\_\_

Approved Records to be provided by the designated employee:	Date Requester Notified
Date of Pick-up _____	No. Copies Provided _____ Charges _____

Signature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

PICK-UP SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Per [RCW 42.17.310](#), the following are exempt from public inspection and copying as applies to special purpose districts:

1. Personal information in files maintained for employees, appointees, or elected officials of any public agency to the extent that disclosure would violate their right to privacy.
2. Information revealing the identify of persons who are witnesses to or victims of crime, or who file complaints with investigative, law enforcement or penology agencies, other than the public disclosure commissioner, if disclosure would endanger any person's life, physical safety or property. If at the time a complaint is filed, the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern. However, all complaints filed with the Public Disclosure Commission about any elected official or candidate for public office must be made in writing and signed by the complainant under oath.
3. Except as provided by Chapter 8.26 RCW, the contents of real estate appraisals made for or by any agency relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired, or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.
4. Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.
5. Preliminary drafts, notes, recommendations and intra-agency memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.
6. Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
7. Financial information supplied by or on behalf of a person, firm or corporation for the purpose of qualifying to submit a bid or proposal for (i) a ferry system construction or repair contract as required by RCW 47.60.680 through 47.60.750, or (ii) highway construction or improvement as required by RCW 47.28.070.
8. Applications for public employment, including the names of applicants, resumes and other related materials submitted with respect to an applicant.
9. The residential addresses or residential telephone numbers of employees or volunteers of a public agency which are held by any public agency in personnel records, public employment related records, or volunteer rosters, or are included in any mailing list of employees or volunteers of any public agency.
10. The residential addresses and residential telephone numbers of the customers of a public utility contained in the records or lists held by the public utility of which they are customers, except that this information may be released to the division of child support or the agency or firm providing child support enforcement for another state under Title IV-D of the Federal Social Security Act, for the establishment, enforcement or modification of a support order.
11. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates or bank or other financial account numbers supplied to an agency for the purpose of electronic transfer of funds, except when disclosure is expressly required by law.

FINDINGS 2001C98      The Legislature also recognizes that the public disclosure of those portions of records containing specific and unique vulnerability assessments or specific and unique response plans, either of which is intended to prevent or mitigate terrorists acts as defined in RCW 70.764.285, could have a substantial likelihood of threatening public safety. Therefore, the Legislature declares as a matter of public policy that such specific and unique information should be protected from unnecessary disclosure.