REQUEST FOR PUBLIC RECORDS

Requester Please complete the form and submit to:
Public Records Officer - Highline Water District – 23828 30th Ave S, Kent, WA 98032 or Fax: (206) 824-0806 or Email: mail@highlinewater.org

Name: 
Organization: 
Street Address: 
City/State/Zip: 
Phone: 
Fax: 
Email: 
Signed: 
Representing: 
Date: 

REQUESTOR'S SIGNATURE:

DESCRIPTION OF REQUEST:

Please be specific of the records being requested. Use appropriate document title and date(s) if known. (Attach additional pages if necessary)

Select Records Request Options that apply:

- [ ] Inspect the records at District Headquarters (no charge)
- [ ] Standard Copies ($0.15 per page or $0.10 per page if scanned to electronic form)
- [ ] Inspect the records and select records to copy ($0.15 per page or $0.10 per page if scanned to electronic form)
- [ ] If the request is for an electronic CAD file, a signed CAD Files Use Agreement must be signed

Acceptance of Documents (Any method other than pick-up or email will incur additional charges)

- [ ] PICK-UP
- [ ] US MAIL
- [ ] UPS
- [ ] EMAIL
- [ ] FEDEX: □ Ground □ Standard Overnight □ Priority Overnight
- [ ] OTHER:

Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following: (1) Provide the records available for inspection or copying; (2) Provide an internet address and link on the District’s website to the specific records requested; (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request; or (4) Deny the request.

FOR OFFICE USE ONLY

[ ] Request Approved [ ] Request Withheld in Part [ ] Request Denied

Public Records Officer’s Signature: __________________________ Date: __________
Justification/Comments: ________________________________________________

Records Provided by District Employee: __________________________ Date Requester Notified: __________

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<th>Description</th>
<th>Qty</th>
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Documents Received By: __________________________ (Requester Signature) Date Received: __________

RCW 42.56.070(9) prohibits the disclosure of lists of individuals for commercial purposes. I certify that information obtained through this public records request will not be used for commercial purposes.