

RICHLAND PUBLIC FACILITIES DISTRICT

1943 Columbia Park Trail
Richland, WA 99352
Office: (509) 943-4100 Fax: (509) 221-1520
Email: diannam@visitthereach.org

PUBLIC RECORDS REQUEST FORM
DATE STAMP / RECEIVED BY:

Date: _____

Requester's Name _____

Mailing Address _____

Phone _____

Email _____

Describe the records you are requesting and provide any additional information to help locate the records, such as author, recipient, title, and pertinent dates. Attach additional pages if necessary.

Within five (5) business days of receipt of a request, excluding holidays and weekends, the District will respond by:

- Making the record(s) available in whole or in part for inspection or copying
- Provide a reasonable estimate of time required to respond to the request
- Request clarification from the requestor
- Deny the request, in whole or in part, and provide the legal basis for the denial

In computing time, the day on which the request is received does not count as one of the five (5) days.

If within thirty (30) days of notice that clarification is required a requestor fails to provide clarification, if requestor fails to describe an identifiable public record with adequate specificity, fails to fulfill obligations to inspect the records, fails to pay the deposit, installment payment, or final payment, or if requestor withdraws the request, District personnel will close the request.

After requested records are retrieved, I would like to:

- Inspect the records in person
- Receive hard copies via **mail** or **pickup** (circle one)
- Receive electronic copies via email
- Storage Media

If you request inspection in-person of records, a District employee will contact you to schedule a mutually convenient time for an appointment.

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that the information obtained through this request will not be used for commercial purposes.

Signature and Date

	FOR USE BY PUBLIC RECORDS OFFICER		
	Date / Time	Initials	Notes / Description of Records Produced
Date / Time Received	_____	_____	_____
Five-Day Notice Sent	_____	_____	_____
First Installment	_____	_____	_____
Completing Request	_____	_____	_____
Other Installments	_____	_____	_____
Response Completed	_____	_____	_____

If exemptions are claimed, complete the Exemption Log