

# SKAMANIA COUNTY REQUEST FOR PUBLIC RECORDS

Requester's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street /Box

City

State

Zip

Daytime Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Description of records requested. Please be as specific as possible. If known, include author, recipient, title, date or date range, etc.

List each Department, Office or Official having custody of the records requested, if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After the County retrieves the requested records, I request: [ ] Inspection only [ ] Copy all [ ] Inspection, copy selected pages.

Paper records may be copied to standard copy paper for: 15 cents per page.

Electronic records may be transferred to: CD-ROM disk: \$5.00 or to electronic hard drive of various size/cost .

Request for Court Proceedings: Superior court fee per hearing/day \$25, District court fee per hearing/day \$20; you must also complete the courts request form.

Other Audio recordings: \$10.00 per cassette/disk.

Mailing: actual cost, including cost of container. Payment: cash, money order or check only.

(There is no charge to inspect documents.)

Date desired: \_\_\_\_\_ Most requests are filled within five (5) business days.

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. I understand and acknowledge that Skamania County does not warrant the accuracy or completeness of information contained in public records or any data provided electronically.

\_\_\_\_\_  
Date Signature

## For Use By Public Records Officer

Name/Initials \_\_\_\_\_ Date Request Received \_\_\_\_\_

5-Day Notice Sent \_\_\_\_\_ Reviewed By Prosecutor \_\_\_\_\_

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_

Requestor Contacted \_\_\_\_\_ 30-Day Notice Sent \_\_\_\_\_

Documents Delivered To \_\_\_\_\_ Date Delivered \_\_\_\_\_

Fee of \$ \_\_\_\_\_ Received Request Closed \_\_\_\_\_