

COAL CREEK UTILITY DISTRICT
REQUEST FOR PUBLIC RECORDS

In accordance with RCW 42.56.520

Dated of Request _____

Requested By _____

(Individual)

(Organization)

(Address)

(Phone)

(Fax)

(Email Address)

Description of Requested Records: (Please indicate the number of copies being requested)

(Attached additional pages as needed for request.)

RCW 42.56.070(9) prohibits the disclosure of lists of individuals for commercial purposes. If requesting lists of individuals, please affirm the following statement by checking the box at the end of this sentence:

I WILL NOT use any requested lists of individuals for commercial purposes.

Signed _____

Representing _____

Dated _____

For District Use Only

Date Processed _____ Processed by _____

Approved by _____

Title _____

Costs: --The charge for standard (8-1/2" x 11" and 8-1/2" x 14) black-and-white photocopies shall be \$.15 per page. The District shall charge the actual costs of long distance facsimile transmission and/or mailing, including postage and the cost of any shipping container. Emailed document: No charge.

--The charge for the copying of other non-standard public records or those in other formats or media shall be as established by District resolution.

--If the District has to pay an off-site vendor for copying of public records in non-standard formats, the requestor shall pay the actual costs of such duplication.

--The District may require a deposit of up to 10% of the estimated cost of copying all public records selected by the requestor.

Number of Standard Copies _____ x \$.15 each page = \$ _____

Number of Non-Standard Copies _____ x \$.____ each page = \$ _____

Postage Charges/Shipping Container \$ _____

Faxed Charges \$ _____

TOTAL AMOUNT DUE \$ _____