



COUNTY COMMISSIONERS
 Cathy Wolfe
 District One
 Diane Oberquell
 District Two
 Robert N. Macleod
 District Three

PARKS AND RECREATION DEPARTMENT

Request for Public Documents

Please provide the following information in order for your request for public documents to be processed. There will be a charge to provide copies of the requested documents. The department provides the first 5 copies at no charge. The charge, after the first 5 copies, is \$.15 per 8 ½ x 11 copy. The department may take up to 5 business days to respond to your request according to RCW 42.56. Copies of tapes are \$1.00 per tape.

Requested by:

Name: _____ Phone Number: _____
 Agency/Business Name: (if appropriate) _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____

Description of Documents Requested: (be specific – you may be asked to clarify your request) If you are requesting copies of documents from a project file, you will be asked to flag the pages/documents you would like copies.

I certify that any list of individuals obtained through this request will not be used for commercial purposes.

 Signature Date

Staff Use Only (maintain copy of request with invoice)	
<i>Documents to be copied must be attached to request form.</i>	
Number of copies _____	Charge per Copy: Qty _____ x \$.15/copy (no charge for the first 5 paper copies)
Number of Tapes @ \$1.00/tape = _____	Records Copies: (notes &/or summary of documents copied)
Total Charges \$ _____	_____
	/
_____ Signature (copies prepared by)	_____ Date copies prepared & Date notified requestor