

Office use only:

Request #: _____ Date Request Received: _____ Received By: _____



**KENNEWICK
IRRIGATION DISTRICT**

Request for Public Records

Please describe the records requested below, providing any additional information that will help us locate them for you as quickly as possible. Use appropriate document title and date, if known. Attached additional sheets if needed.

I prefer to:

- Inspect the record at no charge
- Receive a copy or copies after paying required fee
- Inspect the records first then consider selecting records to be copied for a fee

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes I may violate the rights of the individuals named and I may be liable for damages. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.

I certify the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Signature

Date

Printed Name

Requestor Contact Information:

Name

Phone Number

Address

City, State, Zip

E-Mail Address

<i>Office use only:</i>	Request #: _____	Receipt #: _____
	Date Completed: _____	Presented by: _____

Within five business days of the request, the District will respond by: (1) making the records available for inspection or copying; or, if payment is made or terms of payment are agreed upon, sending the records to the requestor; or (2) acknowledging the receipt of the request and providing a reasonable estimate of time the District will require to respond to the request; or, (3) denying the request.

The District may require a deposit of up to 10% of the estimated cost of providing copies for a request if charges for the request are estimated to be over \$25. The District may charge for each part of a request made on a partial or installment basis as they are made available. If an installment is not claimed or reviewed, the District is not obligated to fulfill the balance of the request, pursuant to RCW 42.56.120.

Copies purchased:	Quantity	Cost
Paper copies: \$0.15 per page	_____	\$ _____
Records scanned to electronic format upon request: \$0.10 per page	_____	\$ _____
Upload to email, cloud-based data storage service or other electronic means: \$0.05 per four files or attachments	_____	\$ _____
Transmission of public records in electronic format: \$0.10 per gigabyte	_____	\$ _____
Digital storage media or device: actual cost	_____	\$ _____
Container or envelope used to mail copies to requestor: actual cost	_____	\$ _____
Postage or delivery charge: actual cost (<i>No charge if less than \$4.00</i>)	_____	\$ _____
TOTAL CHARGE (attach receipt)		\$ _____

Fees may be waived if amount due is less than \$7.50. _____

If the District refuses to allow inspection or copying of a portion or all of the requested records, an exemption log for the records withheld and redactions will be provided.

Records withheld: Yes No

Exemption log provided by: _____ Date: _____

Notes:

<i>Recipient Acknowledgement:</i>	
I have received and reviewed the requested public records and/or exemption log to my satisfaction. If copies were requested, I have received them. I consider this request fulfilled.	
_____	_____
Requestor's Signature	Date