



# Request for Public Records

Mail to: Public Records Officer  
Manson School District  
135 S Hill Street  
Manson, WA 98831

Email to: ywalker@manson.org

Fax to: (509) 687-9877

Questions: (509) 687-3140

Requestor's Name (please print/type)

Business Name (if applicable)

Address

City  State  Zip

Daytime Phone  Email Address

I am requesting the following documents:

1.
2.
3.
4.

Intended use of requested documents:

The District is prohibited from providing lists of individuals if requested for commercial purposes (RCW 42.56.070(9) & Wash. AGO 1975 No. 15).

I prefer to receive the documents via: Email\*  US Mail  Will pick up  By Fax\*  Fax No. \_\_\_\_\_

Would like to view only at School District  *\*File size may not allow for email or fax delivery.*

I have access to the Internet: Yes  No  *If the requested information is maintained on the District's website, you will be provided with an internet address and link to the specific records requested.*

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

Manson School District supports the concept of public disclosure to the extent requested documents exist, are available, and the document disclosure does not violate individual privacy. Pursuant to RCW 42.56.520, upon receipt of request, the Public Records Officer will, within five (5) business days, either: 1) provide the record, 2) provide an internet address and link to the record, 3) acknowledge receipt of the request and provide an estimate of the time required\*\* to respond to the request, or 4) deny the request.

\*\*Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any information requested is exempt from disclosure.

The District will provide up to twenty (20) single-sided standard photo copies per requestor per year at no charge. Additional copies will be charged at \$ .15 per single-sided standard photo copy. The District will also charge the actual costs, excluding labor, it incurs related to providing the documents (e.g. color copies, postage, envelope or container, CD/DVD, etc.)

**FOR OFFICE USE ONLY**

Date request received \_\_\_\_\_ By \_\_\_\_\_ Date response provided \_\_\_\_\_ By \_\_\_\_\_

via: Email  US Mail  Fax  Hand Delivery  Other  via: Email  US Mail  Fax  Hand Delivery  Other

Response due by \_\_\_\_\_ Superintendent's Approval to Proceed \_\_\_\_\_ **If documents are picked up in person:** Date received \_\_\_\_\_ By \_\_\_\_\_

