



Request for Public Records

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

Email to: tmires@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 _____

