



CITY OF FORKS PUBLIC RECORDS REQUEST

500 East Division Street
Forks, WA 98331
360 374-5412 Phone
360-374-9430 Fax

Date of request: _____ Name of requestor: _____

Company (if applicable): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Secondary phone: _____

E-mail address: _____

Title of record(s): _____

Date of record(s) if known: _____

Please describe the records you are requesting and provide any additional information that will assist us in locating them for you as quickly as possible. We will respond to your request within five business days of receipt per RCW 42.56.520.

I agree to prepay all duplication and electronic media charges (see fee schedule) associated with my request, as well as any applicable postage/shipping fees.

- I wish to make an appointment to review the requested records before copies are made.
- I wish to have electronic and/or paper copies of the records: Paper Electronic Both
- Store electronic copies on a USB flash drive
- Mail records to me E-mail records to me (electronic only) Call me to pick up

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(8).

Signed: _____ Date: _____

Date received:	Request completed by:		
Request denied: Yes___ No___	Date completed:	Total charge:	Date paid:
Comments:			

SUMMARY: COSTS FOR COPIES UNDER PUBLIC RECORDS ACT – RCW 42.56
AGENCY OPTIONS PURSUANT TO EHB 1595 (CHAPTER 304, LAWS OF 2017)

Effective July 23, 2017; Summary Only – See Statutes for Details

Charging statutory default fees

Agency may assess costs per the statutory fee schedule:

- 15 cents/page paper
- 10 cents/page scanned into electronic format
- 5 cents/4 electronic files or attachments
- 10 cents/gigabyte of electronic records transmission
- Actual costs of storage media, container, envelope; postage/delivery charge
- Charges may be combined if more than one type of charge applies