

SILVER LAKE WATER AND SEWER DISTRICT

15205 - 41st AVE. SE

BOTHELL, WA 98012-6114

(425) 337-3647

FAX (425) 337-4399

REQUEST FOR PUBLIC RECORDS

In accordance with RCW 42.56.520 & Chapter 2.35 of the District Code

Dated of Request

Requested By

(Individual)

(Organization)

(Address)

(Phone)

(Fax)

(Email Address)

Description of Requested Records: (Please indicate the number of copies being requested)

(Attached additional pages as needed for request.)

RCW 42.56.070(8) prohibits the disclosure of lists of individuals for commercial purposes. If requesting lists of individuals, please affirm the following statement by checking the box at the end of this sentence:

I WILL NOT use any requested lists of individuals for commercial purposes.

Signed

Representing

Dated

----For District Use Only

Date Processed _____ Processed by _____ Title _____

Costs: The charge for copying shall be as set forth in Chapter 2.35 of the District's Code:

Paper photocopies shall be \$0.15 per page.

The District shall charge the actual costs of long distance facsimile transmission and/or mailing, including postage and the cost of any shipping container.

Electronic copies:

- (a) \$0.10 per page for public records scanned into an electronic format or for the use of district equipment to scan records;
- (b) \$0.05 per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
- (c) \$0.10 per gigabyte for the transmission of public records in an electronic format or for the use of the district's equipment to send records electronically.

Alternative fees, such as combined fees, alternative fees, and/or customized fees may be charged by the District consistent with state law and Chap. 2.35 of the District Code.

--The District may require a deposit of up to 10% of the estimated cost of copying all public records selected by the requestor.

Paper Copies _____ x \$.15 each page = \$ _____

Electronic Copies _____ x \$. ____ each page = \$ _____

Postage Charges/Shipping Container \$ _____

Alternative Fees \$ _____

TOTAL AMOUNT DUE \$ _____

Estimated 10% Deposit \$ _____