



Peninsula Metropolitan Park District

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REQUEST FOR PUBLIC RECORDS

Public records are available for inspection and copying during PenMet Parks' normal business hours. Records must be inspected at the PenMet Parks District office. Any person wishing to inspect or copy public records of PenMet Parks should make the request in writing on a PenMet Parks' request form or by letter, fax, or e-mail including the following information:

NAME: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE: _____

IDENTIFICATION OF THE PUBLIC RECORDS (adequate for the Public Records Officer or designee to locate the records):

DATE OF REQUEST: _____

TIME OF REQUEST: _____

If after inspection of the records, you wish to have copies of the records made, please so indicate on the form and make arrangements to pay for copies of the records or make a deposit.

Costs for paper copies of records: PenMet Parks charges \$0.15 per page for a photocopy of a record and \$0.15 per page for printed copies of electronic records selected by a requestor.

Costs for electronic copies of records: With respect to electronic copies of records, PenMet Parks charges as follows: a) \$0.10 per page for records scanned into electronic format; b) \$0.05 per each four (4) electronic files or attachment uploaded to cloud-based data storage service, or other means of electronic delivery; and c) \$0.10 per gigabyte for the transmission of records in an electronic format.

Office use only

Request received by: _____

Date of receipt: _____

Date of acknowledgement of receipt to requestor: _____

Request approved or denied: _____

If paper copies needed, total number of copies made: _____

If electronic copies needed:

--a) Total number of records scanned into electronic format: _____

--b) Total number of electronic files or attachments uploaded to cloud-based data storage service or other means of electronic delivery: _____

--c) Total gigabytes for the transmission of records in an electronic format: _____

Amount of deposit received by requestor for estimated copies: \$ _____

PenMet Parks is not authorized to provide public records consisting of a list of individuals for a commercial use RCW 42.17.260(9)/42.56.070(9).