

PUBLIC RECORDS REQUEST

Requester's Name: _____

Mailing Address: _____

Email Address: _____

Phone Number(s): _____

Description of Records:

Please be as specific as possible. If known, include the date range, author, recipient, etc. Attach an additional sheet if necessary.

Upon locating the documents, I request:

Inspection Only

Documents provided electronically via email or USB drive Paper copies of all documents

Fees:

Small requests for documents electronically will be emailed directly, larger requests may require a USB drive, which the requester may provide, or OIPRD will provide one for \$8.15. Paper copies are \$.18 per page. The requester is responsible for any shipping costs.

Signature: _____ Date: _____

Orcas Island Park & Recreation District use only:

Date received: _____ Date acknowledged: _____ Date request satisfied: _____