

**SILVER LAKE WATER-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

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(9) 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 standard (8-1/2" x 11" and 8-1/2" x 14) black-and-white photocopies shall be \$.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. Emailed document: No charge. --The charge for the copying of other non-standard public records or those in other formats or media shall be as established by District resolution.

--If the District has to pay an off-site vendor for copying of public records in non-standard formats, the requestor shall pay the actual costs of such duplication.

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

Number of Standard Copies \_\_\_\_\_ x \$.15 each page = \$ \_\_\_\_\_

Number of Non-Standard Copies \_\_\_\_\_ x \$.\_\_\_\_ each page = \$ \_\_\_\_\_

Postage Charges/Shipping Container \$ \_\_\_\_\_

Faxed Charges \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_