

**LAKE MERIDIAN WATER DISTRICT
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(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 _____

Approved by _____

Title _____

- Costs:
- Fifteen (15) cents per page for photocopies of public records, printed copies of electronic public records when requested by requestor. The District shall charge the actual costs of long distance facsimile transmission and/or mailing, including postage, storage media cost and the cost of any shipping container.
 - Ten (10) cents per page for public records scanned into an electronic form.
 - Five (5) cents per each four electronic files or attachments to email, or other means of electronic delivery.
 - Ten (10) cents per gigabyte in an electronic form.
 - The District may charge for customized services, or by way of alternative fee agreement, or in the amount of other statutory fees, 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 statutory 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 photocopies _____ x \$.15 each page = \$ _____
Number of scanned copies _____ x \$.10 = \$ _____
Number of electronic attachments _____ x \$.05 = \$ _____
Number of gigabyte _____ x \$.10 = _____
Postage Charges/Shipping Container _____
Faxed Charges \$ _____
TOTAL AMOUNT DUE \$ _____