



ISLAND COUNTY RECORDS SERVICES REQUEST FOR INFORMATION

I. INQUIRER
.NAME _____

ADDRESS _____

PHONE _____

TODAY'S DATE: _____

II. DETERMINATION OF SCOPE:

ARE YOU A COUNTY EMPLOYEE? _____ Department? _____

If not:

Note: State law requires that public information compiled or gathered through government offices not be used for commercial purposes. (RCW 42.17.260 (9) We are not authorized to disclose information to be used in this way. In addition we may not disclose certain personal information or other information exempt from disclosure under RCW 42.17.260, RCW 70.02, or other pertinent statutes and regulations.

III. CIRCLE THE NUMBER(S) OF THE ACTIONS REQUIRED/FILL IN APPROPRIATE INFORMATION AS INDICATED.

1) INSPECTION OF RECORDS DESCRIBED BELOW ON DATE: _____

2) CHECK OUT FROM: _____ TO: _____ (IN HOUSE ONLY TO COUNTY EMPLOYEES ON A NEED TO KNOW BASIS)

3) RESEARCH FOR INFORMATION DESCRIBED BELOW (Box IV) _____ (In house only)

4) REPRODUCTION OF OFFICIAL DOCUMENTS: _____ SHEETS AT _____ PER SHEET.

5) TOTAL DUE: _____ (TO BE COMPLETED BY COUNTY)/ COLLECTED \$: _____

6) SIGNATURE ON RECEIPT OF RECORDS/INFORMATION _____

IV. DESCRIBE RECORDS OR INFORMATION REQUIRED:

(INDICATE RECORD GROUP, RECORD SERIES TITLE AND KNOWN LOCATION IF POSSIBLE)

-----GO TO PAGE 2-----

REQUEST FOR AGENCY RECORDS FORM PAGE 2

V. AGENCY RESPONSE:

Request Control # _____

DATE: _____

EMPLOYEE INITIALS: _____ / DEPARTMENT _____

1. PUBLIC ACCESS CONFIRMED. ALLOW ON DATE: _____
2. PUBLIC ACCESS (WITH DELETIONS TO COMPLY WITH THE PRIVACY ACT) CONFIRMED. ALLOW ON DATE: _____
3. ACCESS IS RESTRICTED PER: _____ (cite regulation)
4. ACCESS IS DENIED PER: _____ (cite regulation)
5. WE DO NOT HAVE THESE RECORDS / INFORMATION

6. YOUR REQUEST HAS BEEN REFERRED TO OUR RECORDS ADVISORY COMMITTEE OR LEGAL ADVISOR. YOU WILL BE NOTIFIED WITHIN 5 BUSINESS DAYS OF THE RESPONSE. THANK YOU FOR UNDERSTANDING.