

South Columbia Basin Irrigation District  
Public Records Officer  
1135 E Hillsboro Street, Suite A  
P.O. Box 1006  
Pasco, WA 99301-1006  
Phone (509) 547-1735 • Fax (509) 547-8669

Date Stamp

Received by \_\_\_\_\_

## PUBLIC RECORDS REQUEST FORM

### RCW CHAPTER 42.56 PUBLIC RECORDS ACT

#### SECTION I. Must be completed by the requesting person, business, or agency

Name (print)		Agency	
Address		Daytime Phone	
City, State, Zip		Email Address	

**Record(s) requested.** This must describe an identifiable record(s). This form is not intended for general inquiries. Please be as specific as possible when completing your records request. Your description of the record(s) must be reasonably and sufficiently identifiable to enable us to locate the record(s) you seek.

The District has no duty to create a record, nor is the District obligated to compile information from various records so that the information is in a form that is more useful to the requestor.

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Action requested:     Inspection                       Copy

I agree to pay all copy charges pursuant to the fee schedule. If I have requested a list of names, I certify that the information obtained through this public records request will not be used for commercial purposes. **RCW 42.56.070(9)**

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

#### SECTION II. To be completed by South Columbia Basin Irrigation District Personnel.

- No identifiable record can be located.
- The record(s) you requested is exempt from disclosure by law. (*See reverse*).
- Additional time is necessary to process your request. (*See reverse*).
- The record(s) was picked up in person.                      Signature \_\_\_\_\_  
The amount of \$ \_\_\_\_\_ amount for \_\_\_\_\_ copies was paid upon receipt.
- Record(s) have been mailed and \$ \_\_\_\_\_ amount for \_\_\_\_\_ has been billed/received.
- Portions of the record(s) are exempt from disclosure and have been redacted. (*See reverse*).

## RCW CHAPTER 42.56 PUBLIC RECORDS ACT

**Exemption.** The document(s) you requested are exempt and/or portions of the document(s) you requested are redacted for the following reason(s):

Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of employees or volunteers of a public agency and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency that are held by any public agency in personnel records. **RCW 42.56.250(3)**

Attorney-client privileged communication(s) and/or attorney work product. **RCW 42.56.070(1); RCW 5.60.060(2)(a); RCW 42.56.290; CR 26(b)(4)**

Personal information in files maintained for employees, appointees, or elected officials to the extent disclosure would violate their right to privacy. **RCW 42.56.230(2)**

Other

**Additional Time.** In accordance with **RCW 42.56.520** additional time is needed to clarify the intent of the request, locate and assemble the information requested, notify third persons/agencies affected by the request, and/or determine whether any of the information requested is exempt and that a denial should be made to any or all parts of the request.

I anticipate (additional) documents, if any, will be released on \_\_\_\_\_

**Partial/Installment Release.** This is a partial or installment release. If payment is not received or the records are not claimed, the District is not obligated to fulfill the balance of this request. **RCW 42.56.120**

**If you have any questions or concerns about your Public Records Act Request, please call Kellie Pierson-Geddes, Treasurer at (509) 547-1735 or email [kpierson-geddes@scbid.org](mailto:kpierson-geddes@scbid.org)**

This form was completed for the South Columbia Basin Irrigation District by \_\_\_\_\_  
Print Name

Date \_\_\_\_\_

Signed \_\_\_\_\_