

Naselle-Grays River Valley School District No. 155

793 State Route 4
Naselle, WA 98638
PH (360) 484-7121
FAX (360) 484-3191

Requests for a public record can be made by FAX, hand delivery, or mail to the address information above. Requests may also be emailed to Public Records Officer, Josh Brooks - Superintendent, at jbrooks@naselleschools.org

NAME OF REQUESTOR	DATE		
FIRM/ORGANIZATION			
ADDRESS	TELEPHONE NUMBER	CELL	FAX
CITY/STATE/ZIP	E-MAIL		

Describe the record you are requesting and the time period for which the record pertains. Please be as specific as possible and include enough detail to assist in locating the record(s). The more detail provided, the sooner the record will be located if the District is a custodian of the record. Attach additional pages if necessary.

I prefer to view records at the District Office

☐

I prefer copies of records

☐

I understand that my request is subject to disclosure under the Washington State Public Records Act (Chapter 42.56 RCW).

I understand that if a list of individuals is provided to me, the law prohibits the use of the list for commercial purposes. (RCW 42.56.070 (9). Commercial purposes means the person requesting the records intends that the records will be used to communicate with the individuals named in the records for the purpose of generating revenue, financial benefit or facilitating a profit-making activity. I certify that I will not use any lists of individuals that I receive in response to this request for any commercial purpose or give or provide access to others for use for commercial purposes.

A requestor who signs a declaration promising not to use a list of individuals for commercial purposes, but who violates this declaration, may be charged with the crime of false swearing, pursuant to WAC 44-14-06002(6).

Requestor's Signature _____

Date: _____

* The District may waive the costs of any fees for records, and may also require a deposit to be paid in an amount not to exceed ten (10) percent of the estimate of copying costs, before the district begins copying the requested records.

PLEASE NOTE:

There is no charge to view documents at the District Office. Please schedule an appointment to allow adequate time for the records to be ready. The District may charge a fee for the copying of records. This fee is currently set at fifteen cents per page, in accordance with Washington State guidelines. No fee will be charged for the inspection, location, or assemblage of public records, except as noted below.

FEES:

\$0.15 per page photocopies of documents

\$0.10 per page documents scanned into electronic format

\$0.05 per four (4) electronic files uploaded to email, data storage, or electronic delivery

\$0.10 per gigabyte of electronic records

Actual Cost: Digital media storage, container, envelope, etc.

Actual Cost: Postage and delivery charges for mailing requested records

*Customized fees may be charged for requests requiring use of information technology expertise. If so, the requestor will be advised in advance.

Washington's basic law regarding inspection and copying of public records is in its Public Records Act, Chapter 42.56.

HOW TO REQUEST A RECORD

1. Requester submits completed Public Records Request Form with specific details. Asking for "any and all" documents relating to a particular subject or document can require a substantial investment of time and/or lead to a vast number of documents that may or may not be responsive.

2. The District will acknowledge the request, and include one or more of the following responses:

~ We are in possession of the records you have requested. The charge for these records is calculated as below.

~ We do not possess or are not the custodian of the records you have requested.

~ Some or all of the records you have requested are exempt from disclosure under Washington Public Records Law. (Chapter 42.56 RCW)

~ We are the custodian of at least some of the records you have requested. We estimate it will take approximately _____ days before the public records may be inspected or copies of the records can be provided.

~ We are uncertain whether we possess the records you request. District staff will search for these records and provide you with additional information on your request within a reasonable time.

~ State or Federal law prohibits Naselle-Grays River Valley School from acknowledging whether the record exists or that acknowledging whether the record exists would result in the loss of federal benefits or other sanctions.

3. The District shall locate and assemble the record(s) requested, eliminating any records which are exempt from disclosure.

School District Use Only:

Date request received. _____ by _____

Estimate status

An estimate of \$ _____
was provided on _____
by _____

Request Status

- ☐ Authorization to Proceed
☐ Request Withdrawn
☐ Information provided and request completed
☐ Information not provided – law excludes information requested
☐ Other _____

Payment Status

Amount received \$ _____
☐ Cash ☐ Check
☐ Other _____