

Washington State Redistricting Commission

REQUEST FOR PUBLIC RECORD

Please Print

Date of Request	Name:	Phone Number: ()
	Firm/Organization:	Fax Number: ()
		E-Mail Address:
Address		City/State/Zip:

NAME AND DESCRIPTION OF PUBLIC RECORDS OR INFORMATION REQUESTED
(Description of the public records you are requesting that is sufficiently specific for Commission staff to identify and locate the records.)

MAIL/FAX/EMAIL YOUR REQUEST TO: Washington Office of the Secretary of State Attn: Public Records Officer PO Box 40224 Olympia, WA 98504-0224	Phone: 360-704-5220 Fax: 360-704-7830 Email: publicrecords@sos.wa.gov
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PLEASE NOTE:

- There is no charge associated with requests of less than 40 pages of records.
- If the volume of records exceeds the minimum number of pages, it is the policy of the Commission to receive all costs associated with a public disclosure request prior to providing the documents.
- We calculate the actual copying costs based on the following charges and notify you of the total after the requested records are identified.

Copying Fees: (Pursuant to WAC 417-06-130)

\$0.15 each	Letter and legal sized documents	At cost	Maps, color copies, computer disks
\$0.15 each	11 x 17 sized documents	At cost	Postage charges for mailing of requested materials
\$0.15 each	Scanning to pdf*	\$5.00 each	Certified copies

*Scanning charges are based on an assumption of staff costs at the rate of 3 scans per minute plus copier charges per scanned document.

For Office Use Only	Date	Response Method	Staff
Initial Response			
Request Completed			