



Request for Public Records

There is no charge to review public records. The District may charge for copies, electronic preparation, postage, or other charges authorized by RCW and District Resolution.

REQUESTOR INFORMATION

1. Name: (last name, first name, middle initial)

3a. Phone:

2a. Address

3b. Fax:

3c. Email:

2b. City:

2c. State:

2d. Zip:

4. Description of Records: (use additional sheets if necessary)

Date of Request:

Time of Request:

Does requested records contain a list of individuals? No Yes If yes, complete Certification below.

Certification: I understand that RCW 42.56.070(9) prohibits any public agency from giving, selling or providing access to lists of individuals for commercial purposes. I certify that the information obtained through this "Request for Public Records" will not be used for commercial purposes.

Signature

Date

Time

Printed Name

Return original request to: **Alderwood Water and Wastewater District**
Attn: Public Records Officer
3626 – 156th St SW
Lynnwood, WA 98087-5021

OR Fax request to:
(425) 742-4562

DISTRICT RESPONSE

5a. Date Rcvd:

5b. Time Rcvd:

5c. Name of person taking action:

5d. Action taken on Request: (use additional sheets if necessary)

5e. Date Action Taken:

6a. Number of Pages:

6b. Number of Copies: x

6c. Per Page Charge:

x 15¢

6d. Other costs:

+

6e. Total Charge:

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