



# 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 record 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.

Signed By

Date

Time

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) 745-4105

## DISTRICT RESPONSE

5a. Date Rcvd:

5b. Time Rcvd:

5d. Name of person taking action:

5c. 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:

=