



PUD NO. 1 OF CLALLAM COUNTY
ATTN: PUBLIC RECORDS OFFICER
Mailing Address: P.O. Box 1000
Carlsborg, WA 98324
Phone: 360.452.9771
Email: publicrecords@clallampud.net
Fax: 360.681.5474
Walk-in Address: 104 Hooker Road
Business Hours 7:30 am - 4:00 pm M-F

REQUEST FOR PUBLIC RECORDS

Requestor Name: _____

Address: _____

Phone: _____ Email: _____

Describe the records you are requesting, being as specific as possible to avoid delays in processing your request. Attach a separate sheet if necessary. A list of the District's current copying fees is attached. Please state if you would like your response by hard copy, fax or email. Return your request to the District by mail, fax, email or in person (see information upper right).

Four horizontal lines for describing the records request.

Request response by: Hard copy (pick up ___ mail ___) Fax # _____ Email _____

Note: Information provided shall not be used for commercial purposes.

Signature of Requestor: _____ Date: _____

FOR DISTRICT STAFF USE ONLY

Action on request must be taken within five (5) business days (RCW 42.56.520)

Request made by: [] Fax [] In Person [] Writing [] E-mail # _____

Request received by: _____ Date: _____ Time: _____

Action Taken:

[] Request Granted Mailed: _____ E-mailed: _____ Picked Up: _____

[] Request Denied Reason: _____

[] Other Comments: _____

Pages provided to Requestor: _____ Total Cost: _____ [] Paid [] Invoiced [] Waived

Documents provided by: _____ Date: _____

CHARGES FOR COPYING AND TRANSMISSION

1. The District is not allowed to charge for locating public records or for making records available for review or inspection.
2. The District has adopted the State Legislature's approved fees and costs for most of the District' records, as authorized in RCW 42.56.120. Accordingly, the District shall charge the following costs for providing copies of public records:
 - a. Fifteen cents (\$0.15) per page for photocopies of public records or printed copies of electronic public records;
 - b. Ten cents (\$0.10) per page for public records scanned into an electronic format;
 - c. Five cents (\$0.05) per each four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
 - d. Ten cents (\$0.10) per gigabyte for the transmission of public records in an electronic format.

These charges may change from time to time in accordance with changes to the statutory default schedule set forth in RCW 42.56.120 or such other statute as may govern allowable charges for providing public records.

3. The District may charge the actual cost of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
4. The District may, in its discretion, determine to use a commercial copying center records requests, including, but not limited to, those involving large volumes of documents and those involving duplication of records in non-routine formats such as photographs, blueprints, oversized documents, or tape recordings. In such event, the District will charge the actual copy costs to the requestor.
5. Where the request is for a certified copy, the District may apply an additional charge of one dollar (\$1.00) to cover the additional expense and time required for certification.
6. The charges described herein may be combined to the extent that more than one type of charge applies to records produced in response to a particular request.
7. No sales tax is charged on copies of records.
8. Before beginning to copy or scan records, the District may require a deposit of up to ten percent (10%) of the estimated copying or scanning cost for the entire request. An estimate of the total cost will be provided to the requestor so that he or she has the opportunity to revise the request. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.
9. The District may charge a customized service charge if the District estimates that the records request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the District for other District purposes. The customized service charge may reimburse the District only up to the actual cost of providing the required services, and the District may not assess the charge without first notifying the requestor of the charge to be applied to the request. The notice shall include an explanation of why the customized service charge applies, a description of the specific expertise to be used, and a reasonable estimate of the cost of the charge, and it shall provide the requestor the opportunity to amend the request to avoid or reduce the cost of a customized service charge.
10. Fees for copying or other services may be paid at any District office by cash, check or money order. If payment has not been made for copies of records to be mailed, an invoice will be included in the mailing.
11. The Public Records Officer has the discretion to waive charges for small requests, or for individuals or government agencies doing business with the District, if the Public Records Officer determines that this action is in the best interest of the District.
12. In order to avoid disruption of District operations, the copy machine will be operated by District staff persons only.