



Request for Public Records

Please type or print clearly. If you do not complete this form, a LOTT employee will contact you to obtain the information requested. Therefore it is important to leave at least one telephone number or email address where you can be reached.

Name of person making request: _____

Name of organization (if applicable) _____

Mailing Address: _____

Telephone Number(s): _____

Email Address: _____

Date and Time of Request: _____

Please describe the records you are requesting. If you know the title of the document(s), the date of the record(s), or any other identifying characteristic that would assist us in locating the record(s) requested, please indicate.

Please check one:

- Requesting document copies/duplicates. I understand and agree to pay the duplication charges.
- Requesting to view documents; I wish to make an appointment. No charges associated with viewing documents. Duplication charges apply if you request copies of viewed documents.

Method by which I would like to receive the copies/duplicates I have requested (if other arrangements are needed, please contact the Public Records Officer):

- Call me and I will pick up in person
- Emailed to me (if files are too large to email, LOTT will contact you to make other arrangements)

Charges: Actual cost may include sales tax when referred to an outside vendor for copying. A deposit may be required. A Summary of Applicable Charges is available upon request, prior to copies being made. Viewing records at the LOTT Regional Services Center is free of charge.

Photo Copies or Printed Electronic Records	\$0.15 per page
Scanned Records	\$0.10 per page
Four (4) Electronic Files or Attachments	\$0.05 per group
1 Gigabyte of Electronic Records	\$0.10 per gig
Digital Storage Media or Device, Container or Envelope, Postage and Delivery Charges	Actual cost
Customized Service Charge	Actual cost
Other form of reproduction (outside vendor)	Actual cost
Flat Fee (if assessed-must document costs allowed are clearly \geq \$2.00)	\$2.00 maximum

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(8).

Signature of person making request Date

Please return form to LOTT Clean Water Alliance, Public Records Officer, 500 Adams St NE, Olympia, WA 98501, or electronically to recordsrequest@lottcleanwater.org, or fax to (360) 664-2336.