



Washougal School District No. 112-- 6

4855 Evergreen Way
Washougal, WA 98671

REQUEST FOR PUBLIC RECORD

NAME		DATE	
FIRM/ORGANIZATION			
ADDRESS		TELEPHONE NUMBER	CELL FAX
CITY/STATE/ZIP		E-- MAIL	

Provide a description of the public records you are requesting that is sufficiently specific (name and date or period of time if known) to Washougal School District to identify and locate the records. (Use additional pages if necessary)

I prefer to view records at WSD's Central Office I prefer copies of records

DELIVER/MAIL/FAX/E-- MAIL YOUR REQUEST TO: Washougal School District No. 112-- 6
4855 Evergreen Way
Washougal, WA 98671
(360) 954-3099 – Fax
publicrecordsrequest@washougalisd.org

PLEASE NOTE:

There is no charge to view documents at central office (4855 Evergreen Way in Washougal, WA)

No charge will be required if the copying and postage costs do not exceed \$15.00. If the volume of records exceeds \$15.00, the district will calculate the copying costs and notify you of the total amount after the requested records are identified. The District may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimated copying costs before the district begins copying the requested records. No documents will be released until full payment is received.

FEES:

- \$0.15/page Documents
- Actual cost Maps, computer disks, binders, etc.
- Actual cost Postage charges for mailing requested records
- \$0.10/page Scans into electronic format
- \$0.05 per 4 Electronic files or attachments to email or other electronic
- records\$0.10/ delivery Transmission of records in an electronic format
- gigabyte Actual Digital storage media or device
- cost