

PUBLIC RECORDS OFFICER
 Clerk of Board of County Commissioners
 207 North 4th Avenue
 Kelso, WA 98626
 Phone: 360-577-3020
 E-mail: publicrecord@co.cowlitz.wa.us



**COWLITZ COUNTY
 REQUEST FOR ACCESS TO PUBLIC RECORDS**

Name: _____ Date of Request: _____

Mailing Address: _____

E-mail Address: _____ Phone No.: _____

Records Requested ►

Please describe the SPECIFIC record(s) you are requesting and any additional information that will help us locate said records (dates, names, etc.). Please specify if you seek to (a) inspect the records; (b) receive a copy of the records; or (c) inspect the records first and then consider selecting records to copy. Inspection of records is free. A per-page charge of \$0.15 for standard copies applies. Statute requires that action on a request for public records must be taken within five business days.

I understand that Washington State Law (RCW 42.56.070(9)) prohibits the use of lists of individuals for commercial purposes. If applicable to this request, I hereby declare, under penalty of perjury pursuant to the laws of the State of Washington, that I will not use the list of individuals obtained from this request for commercial purposes. If applicable, I also acknowledge that I am solely responsible for any consequences or damages arising from my commercial use of the list of individuals I am obtaining.

If you believe that you are entitled to information, which was not released, or that the information furnished has been incorrectly redacted or is incomplete, you may file a written appeal with the Cowlitz County Prosecuting Attorney's Office. The appeal must include your name and address, a copy of this form, together with a brief statement identifying the basis of the appeal and the written statement by the County agent which constituted or accompanied the denial.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY - Return completed form to the Public Records Officer

Date Received: _____ Response Required by: _____

Dept. Receiving Request & Date: _____

- Action Taken** Notified requester records are available and where. If copies are requested and payment or deposit on payment has been made, send copies.
- Request to be denied - IMMEDIATELY forward to Prosecuting Attorney for review. Evaluation Necessary. Estimate _____ days needed for final response. Notified requestor. Copy of letter attached.
- Record Partially Withheld. Notified requester with reason for partial withholding listing exemption(s) cited. Copy of letter attached. Clarification needed from requester. Contacted for clarification and notified of revised estimate of when records will be available.

Action Recommended by Prosecuting Attorney

P/A Comment _____ DENIAL - APPROVED: Department to notify requester by mail of reasons for denial. Forward copy of request form and written denial to County Administrator's Office – Clerk of BOCC.

