

QUINCY-COLUMBIA BASIN IRRIGATION DISTRICT (QCBID)

Post Office Box 188, Quincy, WA 98848
Phone (509) 787-3591 Fax (509)787-3906

REQUEST FOR PUBLIC RECORDS ACCESS

REQUESTOR'S NAME: _____

FAX NUMBER & EMAIL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

RECORDS REQUESTED: Please describe the SPECIFIC records you are requesting and any additional information that will help us locate said records (dates, names, etc.). Failure to provide information may cause delay.

- I wish to have copies/duplicates of the record(s) indicated above. (**Note:** a fee of .15 per page for photocopies will be charged. **Circle one:** Please mail the records / I will pick up the records. (**Note:** actual postage costs will be charged for mailings.)
- I wish to have the record(s) e-mailed/faxed to: _____
- I wish to make an appointment to review the record(s) indicated above before copies are made.

The Revised Code of Washington states that records must be made available in a reasonable length of time. Depending on the complexity of the request, the District will endeavor to fill requests within 1-5 business days.

I hereby certify on oath and under penalty of law that if a list of individuals is obtained through this request for public records I will not use that information for commercial purposes, pursuant to RCW 42.56.070.

SIGNATURE: _____ DATE: _____
(required)

FOR OFFICIAL USE ONLY

| | | | |
|--|--------------|---------------|--------------------|
| Date Received: | Received By: | Forwarded to: | Respond By (date): |
| Fees: Copy Charge for ___ pages @ .15 \$ _____ Other fees \$ _____ Total \$ _____ | | Comments: | |

ADDITIONAL INFORMATION

The District will provide copies of all existing public records and documents identified with specificity sufficient to permit location and retrieval, as required by state law. **Incomplete, illegible, or nonspecific request forms cannot be processed.** The District is not required to and will not conduct research or statistical analysis of records, or create records not already in existence. All public records and documents will be made available, by appointment, so that interested persons can conduct their own research and analysis of the public records. Please contact QCBID if a response is not received within 5 business days.