



Southwest Suburban Sewer District

431 S.W. AMBAUM BOULEVARD
 BURIEN, WA 98166
 PHONE: 206.244.9575
 FAX: 206.433.8546
 WEBSITE: www.SWSSD.com

PUBLIC RECORDS REQUEST

Please clearly print the following Information:	Name:
	Address:
	Telephone:
	Fax:
	E-Mail:

Records Request: *(Please be specific in describing the record(s) being requested and any additional information that will aid in the location of the record(s) such as title or date of record)*

It is the District's policy to respond to a records request within five business days of receiving a public records request by either: (1) providing the record; (2) acknowledging that the District has received the request and providing a reasonable estimate of the time the District will require to respond to the request; or (3) denying the request. Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request or to determine whether any of the information requested is exempt and that a denial should be made to all or part of a request. In acknowledging receipt of a request that is unclear, the District may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the District need not respond to it. See RCW 42.56.520.

- I wish to have copies of the records indicated above. I understand that there will be a charge for duplication of the requested records. A minimum of \$0.15 per page will be charged to the requestor. The requestor may be required to provide a deposit in the amount of ten percent of the estimated cost of providing copies of the records. If the District provides copies of records on a partial or installment basis, the requestor shall pay the copy charge for each installment as it is provided to the requestor.
- I wish to make an appointment to review the records indicated above before copies are made.

The District is not authorized to provide public records containing a list of individuals for a commercial purpose. If the request is for records containing a list of individuals, I certify that the requested records will not be used for commercial purposes.

Signature	Date	Time
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For District Use Only

Date Received:	Received By:	Forwarded to:	Responded By (date):
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Comments:

Request was satisfied: Yes No	Denied for the following reason:
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Date Completed:	District Representative:
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No. of Copies @ \$0.15 per copy = \$
 Additional Charges (Disk/CD, other) = \$