



Public Disclosure Request for Information

Receipt of Request – Section 1

Instructions: <ul style="list-style-type: none"> The requestor completes Section 2 only. Employee receiving request immediately gives form to the Public Information Officer for processing and approval/denial. Within 5 business days, the Public Information Officer will respond to the request either with the information requested/letter of denial or a reasonable estimate of when the request will be complete. RCW 42.56.520 	Request No:	Date:		
	Department:			
	Received By:			
	Request made by: Email Phone Mail In Person			

Requestor – Section 2

Full Name:		Phone:	
Mailing Address:		Email:	
City:	State:	Zip Code:	
I prefer to receive these records in the following format:	Inspect at Skagit Transit Business Office (by appointment)		
	Records sent to me (choose one):	Paper*	Emailed

Describe the records requested. Please be as detailed as possible to expedite the request processing.

Are these records to be used for any commercial purpose?	Yes	No	If record(s) concern individuals other than the Requestor, please state:
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Requestor Signature:	Date:
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Agency Response – Section 3

Approved	All applicable departments have been notified and all or part of the requested records are allowed to be accessed.
Denied	Skagit Transit has determined that the records requested are exempt from disclosure. Please see your denial letter for details.
No Responsive Records	Explanation:

Public Information Officer Signature:	Date:
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Requestor Notification – Section 4

Date Requestor Notified: _____	Date Documents Received: _____
I certify that the request above has been thoroughly carried out to the best of the agency's ability and the request can be considered closed.	I certify that I have received the information requested above from the agency and the information provided satisfies my request.
Public Information Officer Signature:	Requestor Signature:

*Pursuant to [RCW 42.56.120](#), a small fee may be charged to the requestor for the copying of pages for a public records request or other real charges involved with the processing and distribution of the request including copying, postage, digital media storage devices, and other charges as determined at the time of the request or during the processing of the request.