



# SKAGIT TRANSIT

## Public Disclosure Request For Information

### Receipt of Request – Section 1

**Instructions:**

- Person making request completes Section 2 only.
- Employee receiving request completes Section 1, then forwards request to Manager of Finance and Administration, or E.D., for approval or denial.
- Manager of Finance and Administration, or E.D., completes Section 3, then returns request (and records requested, if approved) to employee in Section 1 for completion of Section 4.

REQUEST NO:

DATE:

DEPARTMENT:

RECEIVED BY:

### Requestor – Section 2

Full Name:

Phone No.:

Mailing Address:

E-Mail:

City:

State:

ZIP Code:

I prefer to receive these  
records in the following  
format:

☐

Inspect at Skagit Transit business office.

☐

Copy of records sent to me.

Describe the records requested:

Are these records to be  
used for commercial  
purpose?

☐

Yes

☐

No

If record(s) concern individuals other than Requestor, please state:

Requestor Signature:

Request  
Made:☐

In Person

☐

By Phone

☐

By Mail

☐

By E-mail

### Agency Response – Section 3

☐

Allow Access

The applicable department has been notified and you may access the requested records.

☐

Deny Access - Skagit Transit has determined that the records requested are exempt under law for the following reasons:

☐

We do not have the records – Explained:

Approval/Denial Signature:

Date:

### Requestor Notification – Section 4

Date Requestor  
Notified: \_\_\_\_\_

Date Notification  
Made: \_\_\_\_\_

I certify that notification of final agency response was  
carried out by me as stated above.

I certify that notification of final agency was  
received by me.

Employee Signature:

Requestor Signature: