



## 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:	<input type="checkbox"/> Inspect at Skagit Transit business office. <input type="checkbox"/> Copy of records sent to me.		
Describe the records requested:			
Are these records to be used for commercial purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If record(s) concern individuals other than Requestor, please state:	
Requestor Signature:		Request Made:	<input type="checkbox"/> In Person <input type="checkbox"/> By Mail <input type="checkbox"/> By Phone <input type="checkbox"/> By E-mail

### Agency Response – Section 3

<input type="checkbox"/> Allow Access	The applicable department has been notified and you may access the requested records.	
<input type="checkbox"/> Deny Access - Skagit Transit has determined that the records requested are exempt under law for the following reasons:		
<input type="checkbox"/> 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 response was received by me.
Employee Signature:	Requestor Signature: