



## Public Records Requests

The Grays Harbor Conservation District provides access to public records in accordance with the Washington State Public Records Act, Chapter 42.56 RCW.

A specific form is not required. Requests may be submitted by email, mail, or using the optional form below. Requests should clearly identify the records being requested and provide contact information so the District can respond.

### How to Submit a Request

By Email:

Email your request or completed form to [mkuhl@graysharborcd.com](mailto:mkuhl@graysharborcd.com) with the subject line "Public Records Request."

By Mail:

Grays Harbor Conservation District  
Attn: Public Records Officer  
150 Technology Way #201  
Elma, WA 98541

For assistance, contact the Public Records Officer at 360-800-7575 or [mkuhl@graysharborcd.com](mailto:mkuhl@graysharborcd.com).

# What Happens After You Submit a Request

Within five business days after receiving your request, the District will:

- Provide the requested records;
- Provide a link to records available online;
- Acknowledge the request and provide a reasonable estimate of the time needed to respond;
- Request clarification if the request is unclear; or
- Deny the request, in whole or in part, with a written explanation of the applicable legal exemption.

Records may be provided in installments when appropriate. Some information may be redacted or withheld when disclosure is prohibited or exempt under state or federal law. These procedures follow [RCW 42.56.520](#).

# Optional Public Records Request Form

## Requester Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact:

- ☐ Email
- ☐ Phone
- ☐ Mail

## Records Requested

Please describe the records you are requesting as specifically as possible. When known, include relevant dates, names, subjects, projects, locations, or record types. You are not required to explain why you are requesting the records.

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Date range, if applicable:

From: \_\_\_\_\_ To: \_\_\_\_\_

## Preferred Method of Access

- ☐ Electronic copies by email or download link
- ☐ Paper copies
- ☐ Inspection of records
- ☐ Other: \_\_\_\_\_

If the request seeks a list of individuals, the District may ask whether the list will be used for a commercial purpose as provided under [RCW 42.56.070](#).

## Copying Fees

There is no fee to inspect public records or for the District's time spent locating, reviewing, or preparing records. The District may charge the copying fees authorized by [RCW 42.56.120](#), including:

- 15 cents per page for photocopies or printed electronic records;
- 10 cents per page for records scanned into an electronic format;
- 5 cents for every four electronic files or attachments uploaded or transmitted;
- 10 cents per gigabyte for electronic transmission;
- Actual costs for digital storage media, containers, postage, or delivery; and
- Actual costs for customized electronic services when authorized by law.

When the District reasonably estimates and documents that applicable copying costs will equal or exceed \$2.00, it may charge a flat fee of up to \$2.00 instead of the itemized statutory charges.

The District may require a deposit of up to 10 percent of the estimated copying cost and may charge for each installment before providing the next installment. The Public Records Officer may waive copying fees when appropriate. A cost estimate will be provided before charges are incurred.

If fees apply, would you like an estimate before copies are prepared?

- ☐ Yes
- ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_