



2200 M Avenue | Anacortes, WA 98221 | Phone 360-293-1200 | Fax 360-293-1222 | www.asd103.org

PUBLIC RECORDS REQUEST

NAME	DATE		
FIRM/ORGANIZATION			
ADDRESS	TELEPHONE NUMBER	MOBILE	FAX
CITY/STATE/ZIP	E-MAIL		

Provide a description of the public records you are requesting that is sufficiently specific for the Anacortes School District to identify and locate the records. (Use additional pages if necessary)

Washington law requires state and local agencies to make public records available to the public. This law, the Washington State Public Records Act [RCW 42.56](#), supports the public's right to be informed about what their government is doing.

The Act also requires that the public records requested are "identifiable". Your public records request must include a reasonable description that would allow an Anacortes School District employee to locate the records. A general question is not a public disclosure request.

Exemptions to public records

The Washington State Public Records Act RCW 42.56 states that certain records are exempt from disclosure. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain. Certain information may be exempt and redacted (removed) from documents.

District Response

Request Granted Date: _____ Completed by: _____

Request Denied The records you have requested are legally exempt from public disclosure by the following authority: _____

We do not have the record(s)

Additional notes