



2200 M Avenue | Anacortes, WA 98221 | Phone 360-503-1200 | Fax 360-503-1201 | www.asd103.org

PUBLIC RECORDS REQUEST

Name	Date	
Firm/Organization, if applicable		
Address	Phone number	Email
City/ State/ Zip	Fax Number	

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)

Please indicate how you would like to receive your responsive records, at the cost indicated in the district's fee schedule:

- Electronically via email; OR
- I wish to inspect the responsive records in the District Office at a time mutually agreeable to me and the district's public records coordinator; OR
- Hard copies, at the cost indicated by the district's fee schedule

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

No responsive records exist; request closed. Date: _____ Completed by: _____