



Okanogan County
Department of
Public Works
 1234-A Second Avenue South
 Okanogan, WA 98840

Josh Thomson, P.E.
County Engineer

Ben Rough
Administrative Officer

Request for Public Records

Processed according to OCC 2.88 "Public Records" and Washington State RCW 42.56 "Public Records Act"

Person Requesting Records

Name: _____

Company/Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Records Requested

Conditions for Release or Review of Public Records

I understand that any lists of individuals will not be used for any commercial purpose by myself or any other person, business, or organization I represent, or give or provide access to material to others for commercial purposes as prohibited by RCW 42.17.260(9).

If I inspect or review records, I agree to the following conditions: I will not remove the records from the designated area. I will not mark or alter the records in any way. I will not destroy or deface the records in any way including writing on, folding or folding anew if in folded form, tracing or fastening with clips or other fasteners except those that already exist in the file. I will not cut or manipulate records in any way. I will keep the records in the order received.

Any hardcopies received shall be subject to the minimum charge for copies as adopted by Okanogan County's fee Schedule. Other media (CD, DVD, etc.) may require an additional charge.

Signature of Person Requesting Records _____ Date _____

Official Use Only

Staff Member Receiving Request: _____ Date: _____

Date Person Contacted: _____ Date Request Completed: _____

Number of Copies: _____ Cost & Receipt #: _____

Other Media: _____ Cost & Receipt #: _____

Comments: _____

APPROVED BY: _____ **Date:** _____