OKANOGAN COUNTY – REQUEST FOR PUBLIC RECORDS

Requester's Name: ____________________________________________________________

Mailing Address: ___________________ Street _______ City _______ State _______ Zip____

Daytime Phone Number: ___________________ Email: _________________________

Description of records (Please be as specific as possible. If known, include author, recipient, title, date or date range, etc.)

___________________________________________________________________________

___________________________________________________________________________

List each Department, Office or Official having custody of the records requested:

___________________________________________________________________________

After the County retrieves the requested records, I request:

[ ] Inspection Only [ ] Copy All [ ] Inspection, then copy selected pages
(Standard copies are 15 cents per page. There is no charge to inspect documents)

Date desired: ____________________ [Most requests are filled within five business days]

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the State of Washington that the information obtained through this request will not be used for commercial purposes. I understand and acknowledge that Okanogan County does not warrant the accuracy or completeness of information contained in public records or any data provided electronically. I understand that if I object to the county's response to my records request, I may request in writing (including email) to have the prosecutor review the response. The request shall explain the objection, and identify the response or decision I would like reviewed. OCC 2.88.070, WAC 44-14-080.

Date ___________ Place ___________ Signature ___________

FOR USE BY PUBLIC RECORDS OFFICER

DATE RECEIVED: ____________________ INITIALS: ____________________

FIVE-DAY NOTICE SENT: ____________________ INITIALS: ____________________

REQUEST APPROVED/SATISFIED: ____________________ INITIALS: ____________________

REQUEST DENIED: ____________________ INITIALS: ____________________

EXEMPTIONS STATEMENT: ____________________ INITIALS: ____________________

Okanogan County Commissioners' Ordinance 2018-8 Amending OCC 2.88 Public Records