



Request for Disclosure of Public Records

Northwest Regional Council

Public Records Officer

600 Lakeway Drive, Suite 100 Bellingham WA 98225

Phone (360) 676-6749 • Fax (360) 738-2451 • web site: www.nwrc.wa.org

Instructions:

1. Requestor completes Section A and returns to the Public Records Officer at address listed above.
2. Public Records Officer completes Section B and routes to appropriate unit.
3. Public Records Office or designee completes Section C and D.

This completed form is an open public document and may be released to any requestor.

Section A - Requestor/Records Request Information

Requestor Name:		Phone Number:		Email Address:	
Address:		City:		State:	Zip
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following record(s):				Request made: <input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> by fax <input type="checkbox"/> by mail <input type="checkbox"/> by email Attach request if applicable	
If record(s) concern individual(s) other than the requestor, please state name(s):				If this request is for a list of individuals, is the list to be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Requestor				Date of Request	

Section B – For NWRC Use Only

Date	Request Number	Request Received By:
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Section C – NWRC Response

- Allow Access** Charge is \$.10 for each black and white photocopy plus cost of reproduction and mailing.
- We do not have the record(s)**
- Deny Access** The records you have requested are legally exempt from public disclosure by the following authority:

Section D – Requestor Notification

Person Contacted:		Date:	Time:
<input type="checkbox"/> by mail <input type="checkbox"/> by phone <input type="checkbox"/> in person <input type="checkbox"/> by email		I made the NWRC's final response as stated. Signature:	