



**PACIFIC TRANSIT**  
REQUEST FOR PUBLIC RECORDS & CHARGES

Name of Requestor: \_\_\_\_\_

Date of Request \_\_\_\_\_

Address of Requestor: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Representing (If applicable) \_\_\_\_\_

Review Records Only:

Yes  No

Copy(s) Requested:  
(Refer to charges box)

Yes  No

DVR Copies are only good approximately up to 14 days from date of incident.

Invoice will be mailed once records have been collected.

Request will be mailed once payment has been received.

Charges (To be completed by Pacific Transit)

- Inspection at Raymond Office-FREE
- Paper copies @ 15¢ page: #pg \_\_\_\_\_ \$ \_\_\_\_\_
- DVR Copy @ actual cost: # \_\_\_\_\_ \$ \_\_\_\_\_
- Flashdrive @ actual cost: # \_\_\_\_\_ \$ \_\_\_\_\_
- Email\* or cloud @ 5¢ every 4 files \$ \_\_\_\_\_
- Scan-10¢ page: # pg \_\_\_\_\_ \$ \_\_\_\_\_
- Electronic format @ 10¢/gigabyte \$ \_\_\_\_\_
- Customized service @ actual cost \$ \_\_\_\_\_
- Other Materials: \$ \_\_\_\_\_
- Postage @ actual cost: \$ \_\_\_\_\_

**Total Charges: \$ \_\_\_\_\_**

*\*If file too big to send, will be mailed with above charges*

Hours of viewing are:

Monday thru Friday\*\*  
8:00am to 4:00pm

\*\* Except holidays

Please State Specific Records Requested including Day and Time if applicable: \_\_\_\_\_

I understand that Washington Public Records Act, RCW 42.56.070, "shall not be construed as giving authority to any agency to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies shall not do so unless specifically authorized or directed by law." I also certify that access to any lists of individuals obtained through this request for public records will not be used to compile a mailing list for commercial purposes.

**Pacific Transit has the right to deny this Public Record Request as per RCW 42.56 or if the request is not specific enough.**

Signature of Requestor: \_\_\_\_\_

Request will be considered abandoned approximately 30 days after notification records are available or invoice mailed.

OFFICIAL USE BY PACIFIC TRANSIT PERSONNEL ONLY:

Approved  Denied  Abandoned  Date \_\_\_\_\_

Request will be considered abandoned approximately 30 days after notification records are available or invoice mailed.

Request filled by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received \_\_\_\_\_

Date Of Inspection \_\_\_\_\_ Copies emailed/mailed \_\_\_\_\_

Public Request Fee  
Adopted 10-11-2018

Pacific Transit System  
216 N. 2<sup>nd</sup> Street  
Raymond, WA 98577  
360-875-9418 642-9418 484-7418