



WASHINGTON STATE PARKS & RECREATION COMMISSION  
ADMINISTRATIVE SERVICES

**REQUEST FOR PUBLIC RECORD**

*Adopted by the Commission for use by all persons requesting access to public records per WAC 352-40*

<b>Mail completed request to:</b>  Public Records Officer Washington State Parks & Recreation Commission PO Box 42650 Olympia WA 98504-2650	<b>Or send e-mail to:</b>  Public.Disclosure@parks.wa.gov
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REQUESTED BY	DATE OF REQUEST
MAILING ADDRESS	PHONE NUMBER
CITY, STATE, ZIP CODE	E-MAIL ADDRESS

**Check this box if you are requesting viewing access to records instead of copies. Please note that we will contact you to set up a date and time that you can view the records. You will have 30 days to respond for an appointment or your request will be considered abandoned.**

Please give a detailed description of the record(s) being requested (*include date or time period*):

**Please Read and Sign:**  
*I understand that the release of or access to any lists of individuals, including state employees, which would be used for commercial purposes is prohibited by law – RCW 42.56.070(9). I will protect lists of individuals and/or information from access by anyone who may use it for purposes of contacting the individuals named therein or otherwise personally affecting them in furtherance of any profit-seeking activity.*

**X**

REQUESTOR SIGNATURE (NOT REQUIRED IF SENT VIA E-MAIL. A COPY OF YOUR E-MAIL WILL BE YOUR CONFIRMATION OF YOUR ACKNOWLEDGEMENT)

**Copy Charges...see page 2**  
**Washington State Parks and Recreation Commission uses the default rate of fifteen cents per page set by RCW 42.56.070(8) to recover costs incurred for photocopying/printing/scanning standard-sized documents. (A two-sided document equals 2 pages)**

**Charges for documents larger than 11 X 17, copies of photographs, maps and drawings, mailing materials and charges, and computer diskettes will be calculated to recover actual costs incurred by the agency.**

**After requested records are gathered, charges will be calculated and an invoice sent to you. Payment is required prior to receiving the documents. If payment is not received within thirty days, State Parks may consider the request closed and re-file the assembled records – WAC 44-14-040(6)(b).**

**Waiver of Copying Charges WAC 44-14-070**  
**WA State Parks and Recreation Commission waives payment for charges totaling less than \$5.00.**

**PUBLIC RECORD REQUEST COPY, SCANNING and MAILING CHARGES**

*Per RCW 42.56.070, amounts charged are to be the amount needed to recover the actual costs to the agency. Actual costs may include the actual cost of photocopying/scanning/printing, all costs "directly incident" to shipping or mailing the records, including postage or delivery charges and the cost of any container or envelope used, and the staff time to copy and mail the requested public record. There is no charge for the cost of locating/gathering or for the viewing of the requested records.*

<b>DESCRIPTION</b>		<b>\$ PER ITEM / PAGE</b>	
<b>STANDARD SIZED COPIES</b>			
8 ½ x 11 up to 11 X 17 Paper Copies (A two-sided document equals 2 pages)		\$0.15	
<b>MAPS &amp; DRAWINGS</b>			
Up to 24 X 36 map-room drawings copied on paper		\$6.17	
Up to 24 X 36 AutoCAD drawings plotted on paper		\$6.45	
<b>GIS DATA LAYERS</b>			
Cost recovery based on GIS Coordinator wage/benefit in units of 15 minute increments		\$13.75	
<b>SUPPLIES AND MAILING CHARGES</b>			
CD-Rom Disk and jewel case		\$0.52	
DVD+R and jewel case		\$0.67	
USB Flash Drive		\$6.00	
Up to 10 X 13 Manila Envelope		\$0.12	
Shipping / Postage		Cost of mailing or shipping	