CONSOLIDATED DIKING IMPROVEMENT DISTRICT NO. 1

5350 Pacific Way, Longview, WA 98632 • 360.423.2493

REQUEST FOR PUBLIC RECORD: Consolidated Diking Improvement District No. 1 responds to requests for access to public records in accordance with the Public Records Act (PRA) RCW 42.56.

Name:			Date of Request:
Firm/Organization:		Representing:	
Address:			**Records Requested To Be:**
City:	State:	Zip:	☐ Viewed ☐ Copied
Telephone:	Email:		There is no charge for inspecting public records.

Method by which I would like to receive the requested information:

☐ Mailed to me
☐ Call me and I will pick up in person
☐ E-mailed to me (If files are too large, CDID #1 will contact you to make other arrangements.)

Description of Records: Please describe the records you are requesting and any additional information that will assist us in locating this information for you as quickly as possible.

Time Period of Record(s): From_____(MM/DD/YY) Through_____(MM/DD/YY)

Mail/Fax/Email Request To:

Consolidated Diking Improvement District No. 1	Phone 360.423.2493
5350 Pacific Way	Fax 360.578.2924
Longview, WA 98632	Email cdid1@cdid1.org

Fee for Public Records: **Black & white copies:** $.15 per page
Mailing: Actual cost of postage and shipping container
Other media: Actual cost of reproduction

Payments may be cash, check, or money order payable to: CDID #1

I understand that I may be charged for duplication of these specific records. I agree to prepay duplication charges associated with my request.

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(9).

Signature:_____ Date:_____

FOR CDID #1 USE ONLY

Date Received:	Response Required By:
Comments:	

Response to Records Requests: Within five business days of receiving a request for a public record, CDID #1 will do one of the following:

☐ Provide for inspection and/or copying of the record.

☐ Provide an internet address and link on the District's web site to the specific records requested.

☐ Acknowledge receipt of the request and provide a reasonable estimate of the time necessary to respond.

☐ Deny the request and provide a written statement setting out the specific reasons therefore.

Action Recommended by Legal Counsel:

Action Taken:

Request Denied	☐ Yes	☐ No
Copies Provided	☐ Yes	☐ No
Fee Charged	$	$