

Policy No: LGL-33
Revision No: 4
Effective Date: 04/30/2024

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS



Franklin PUD

Attn: Public Records Officer

1411 W. Clark St. / PO BOX 2407

Pasco, WA 99302

Email: Publicrecords@franklinpud.com

Phone: 509-542-5342

Instructions: Requester please complete **Sections 1 and 2** and return to the Public Records Officer by mail, email, or hand-delivered via the contact information listed above. For assistance, please call the Public Records Officer at 509-542-5342 or email publicrecords@franklinpud.com.

Section 1: Requester Information

Name: _____ Phone Number: _____

Address: _____ Email: _____

City _____ State _____ Zip Code: _____

Requestor Type: ☐ Individual ☐ Law Firm ☐ Media ☐ Government

☐ Current/Former Employee ☐ Organization ☐ Other

Whom are you requesting this information for? ☐ Self ☐ Other

Section 2: Records Request Details

Describe the records being requested, **please be as specific as possible**. Failure to provide specific information may result in the delay of fulfilling your request or denial of request for unidentifiable records. Please provide all information you have concerning your request.

Preferred method to receive records.:

☐ Electronic via e-mail ☐ Pick up paper copies ☐ Inspect on site ☐ Regular mail

(Fees may apply to receive copies)

Limitation On Use For Commercial Purposes

Washington State law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. ***By signing below, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.***

Requester's Signature: _____ Date: _____

PR Request No. _____ (internal use only)

Please forward the completed request the Public Records Department.