

PUBLIC UTILITY DISTRICT No. 1 of WHATCOM COUNTY
PUBLIC DISCLOSURE REQUEST FORM

Date: _____ Requested by: _____

Mailing Address: _____
Street City State ZIP

Telephone: _____ Email: _____

For Inspection (no charge) To Be Copied: Please see charges below
Specify Documents Requested (if needed, please continue on reverse side):

Pursuant to RCW 42.56.070 (8) Public Utility District No. 1 of Whatcom County is not authorized to provide public records consisting of a list of individuals for commercial use.

Are documents requested for Commercial Purposes? Yes No

Inspection and copying of identifiable PUD documents or a response to this request shall be provided promptly and not to exceed five (5) working days. The staff person receiving this request shall also promptly notify the Public Records Officer and General Manager or designee of any anticipated delay and the reason for the delay. Should the requested information be deemed exempt from disclosure, the requestor shall be notified in writing.

Copying Costs:

- The PUD charges the requester for public records that are photocopied or faxed at the rate of \$0.15 per page for standard black and white photocopies, or at such higher rate as may be allowed by law.
- The PUD charges the requester for public records that are scanned at the rate of \$0.10 per page for standard electronic scans, or at such higher rate as may be allowed by law.
- The PUD charges the requester for public records that in file format at the rate of \$0.05 per four (4) files, or at such higher rate as may be allowed by law.
- The PUD charges the requester for public records that are scanned at the rate of \$0.10 per gigabyte for standard files, or at such higher rate as may be allowed by law
- The PUD charges the requester for public records that are copied to a CD at the rate of \$0.60 per CD, or such actual cost for the electronic form as contained in the District's records should such record exist.
- The PUD charges out-of-pocket costs for nonstandard copies (color copies, blueprints, or photographs), out-of-pocket costs for outside services, and out-of-pocket costs for postage and shipping.
- The PUD charges the actual out-of-pocket costs for reproduction of records if the public has requested records and staff workload issues necessitate sending the records out to a reliable copy source for copying.
- The PUD may require that the requester make a ten percent (10%) deposit of the estimated cost of providing copies when the PUD has estimated these costs will exceed one hundred dollars (\$100.00).
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No records will be released until the costs of the copies are paid to the PUD.

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BELOW FOR STAFF USE

Date/time request received at PUD _____ Received by _____ Forwarded to: _____
 Requested in Writing Requested by Phone Requested in Person

Five-day Response Letter Sent: Date: _____
Documents sent to attorney for review: Yes No Date: _____
Date and time requester was notified documents were available for viewing: _____
Date and time requester reviewed documents: _____
Date copies provided, if requested: _____
Reason request denied, if applicable: _____
Other Comments: _____

Copy Charges: Photocopy (Standard Black & White) _____ @ \$0.15 per page = \$ _____
Scanned Document _____ @ \$0.10 per page = \$ _____
Four files or attachments _____ @ \$0.05 per set = \$ _____
Per Gigabyte _____ @ \$.010 per GB = \$ _____
CD _____ @ \$0.60 per CD = \$ _____
Out-of-Pocket Cost for Outside Service: = \$ _____
Out-of-Pocket Cost for Postage/Shipping: = \$ _____

TOTAL CHARGE: = \$ _____

Deposit – 10% (if total is over \$100) Yes No Amount: \$ _____
Date Paid _____ Cash Check Processed by: _____
Date Paid _____ Cash Check Processed by: _____