

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

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State ZIP

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

For Inspection (no charge)  To Be Copied:  Please see charges on page 2  
Specify Documents Requested (if needed, please continue on reverse side):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to RCW 42.56.070 (9) 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.

**BELOW FOR STAFF USE**

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

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 = \$ \_\_\_\_\_  
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: \_\_\_\_\_

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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 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).

No records will be released until the costs of the copies are paid to the PUD.