



Imagine what you can learn!

REQUEST FOR PUBLIC RECORD

DELIVER/MAIL/FAX/E-MAIL YOUR REQUEST TO

Vancouver School District No. 37
Legal Department
2901 Falk Road - PO Box 8937
Vancouver, WA 98668-8937
(360) 313-1012 - Fax
publicrecordsrequest@vansd.org

NAME		DATE	
FIRM/ORGANIZATION			
ADDRESS		TELEPHONE NUMBER	CELL
CITY/STATE/ZIP		E-MAIL	
		FAX	

Provide a description of the public records you are requesting that is sufficiently specific (name and date or period of time if known) for Vancouver School District to identify and locate the records. Use additional pages if necessary.

I prefer to view records at VSD's Central Office

I prefer copies of records

I understand that my request is subject to disclosure under the Washington State Public Records Act (Chapter 42.56 RCW).

I understand that if a list of individuals is provided to me by Vancouver Public Schools, the law prohibits the use of the list for commercial purposes. (RCW 42.56.070 (9)). Commercial purposes means the person requesting the records intends that the records will be used to communicate with the individuals named in the records for the purpose of generating revenue, financial benefit or facilitating a profit-making activity. I certify that I will not use any lists of individuals that I receive in response to this request for any commercial purpose or give or provide access to others for use for commercial purposes.

A requestor who signs a declaration promising not to use a list of individuals for commercial purposes, but who violates this declaration may be charged with the crime of false swearing, pursuant to WAC 44-14-06002(6).

Requestor's Signature: _____

Date: _____

PLEASE NOTE:

There is no charge to view documents at central office (2901 Falk Road in Vancouver, WA).

No charge will be required if the copying and postage costs do not exceed \$15.00. If the volume of records and postage exceeds \$15.00, the district will calculate the copying costs and postage and notify you of the total amount after the requested records are identified. The District may require a deposit to be paid in an amount not to exceed ten (10) percent of the estimate copying costs before the district begins copying the requested records. No documents will be released until full payment is received.

FEES

\$0.15/ page Photocopies of documents	Customized Fee: Request requiring use of information technology expertise
\$0.10/ page Documents scanned into electronic format	Actual Cost: Digital media storage, container, envelope, etc.
\$0.05 Per four (4) electronic files uploaded to email, data storage, or electronic delivery	Actual Cost: Postage and delivery charges for mailing requested records
\$0.10 Per gigabyte of electronic records	