



Public Utility District No. 1 of Franklin County  
1411 W. Clark / PO Box 2407  
Pasco, WA 99302-2407  
Phone 509-547-5591  
Fax 509-547-4116

For further information, please contact Elena Ramirez, Public Records Officer  
509-546-5971 or email [publicrecordsofficer@franklinpud.com](mailto:publicrecordsofficer@franklinpud.com)

## Public Records Request

Requester's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Please identify below, the records being requested.

Do you want to:

- Inspect the records at no charge?
- Receive a copy after paying required fee\*?
- Inspect the records first and decide whether you want to pay for copies?

\*If copy is to be mailed, the mailing address is:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Limitation On Use For Commercial Purposes**

Washington State law, RCW 42.56.070(9), 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

*FOR OFFICE USE ONLY*

Event	Dated	Initials
Date Received:	_____	_____
Reviewed by Manager and General Counsel:	_____	_____
Five-Day Notice Sent:	_____	_____
Date For First Installment:	_____	_____
Date For Completing Request:	_____	_____
First Installment Provided:	_____	_____
Other Installments Provided:	_____	_____
Request Satisfied:	_____	_____
Request Denied:	_____	_____

<b>Public Records Provided</b>		
Date Request Received	_____	Date Completed _____
Number of Pages	_____	x\$ .15 = + \$ _____
Other Fees	_____	+ \$ _____
<b>TOTAL CHARGE</b>	<b>\$</b> _____	

<b>Public Records Not Provided</b>				
<input type="checkbox"/> Requested Documents Not Found <input type="checkbox"/> Documents or Portions of Documents Exempt (See Log Below)				
The District is refusing to allow inspection or copying of some or all of the requested documents described on the first page of this request form. Access to the requested public record is denied for the reason provided below				
<b>EXEMPTED DOCUMENTS</b>				
Document title	Date	Author/ Recipient	Exemption/basis	# of pg

Please forward the completed request and all records provided to the Public Records Officer.