



TOWN OF St. JOHN
PO BOX 298 St. JOHN, WA 99171-0298
509-648-3905

Request for Public Records

Please fill out this form completely and submit it to The Town of St John by email, mail, or in person. You should save a copy for your records.

Date of request: _____

Name of Requester: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email address of Requester: _____

Title of record(s) (if known): _____

Date of record(s) (if known): _____

Location of record(s) (department – if known): _____

Additional information: _____

Please describe the records you are requesting and any additional information that will help us find these records for you as quickly as possible. If you do not provide enough information for us to identify the records, we may deny your request.

I understand that I may view records at the Town of St John's offices without charge, except that I will be charged for any copies requested (scanned or paper copies), and for staff time expended in identifying and gathering responsive records, per the fee schedule attached. The Town of St John may require a deposit or full payment before the records are provided.

Requested format: Paper copies Electronic copies I prefer to make an appointment to review the records before copies are made.

Requested method of delivery: Please mail the records to me (for paper copies, or electronic copies saved on a CD). Please email the records to me (for electronic copies – if feasible). Please call or email me and I will pick up in person.

Signature: _____

Date: _____

Print: _____



TOWN OF St. JOHN
PO BOX 298 St. JOHN, WA 99171-0298
509-648-3905

Request for Public Records Continued

Fees

Per the state of Washington's Public Records Act, 42.56 RCW, agencies may charge to recover the actual cost of making and providing copies of records when fulfilling requests.

Note that the Town of St John does not charge for inspecting public records. For large requests, the Town may:

- Require a deposit of up to 10 percent of the estimated cost before making copies.
- Provide copies in installments.
- Require payment before providing further installments.

Delivery method / materials	Description	Cost
Online delivery	<p>There are three steps where charges may be incurred for receiving records :</p> <ol style="list-style-type: none"> 1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size. 2. Charge per minute of staff time to attach records to a response (minimum two minutes of staff time). 3. Charge of staff time for each increment of 25 attachments to release records to the customer. 	<p>Cost for each step:</p> <ol style="list-style-type: none"> 1. Record less than 1 GB = \$.02 (minimum fee); Record exceeds 1 GB = \$.09 per GB 2. \$.41 per minute 3. \$.41 per minute
Paper copies	<p>A per-page charge for hard copies of requested records. B&W or color. 8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.</p>	\$.15 per page
Scans	<p>A per-page charge for converting a record from a paper copy to an electronic format.</p>	\$.10 per page
Flash drives and other formats	<p>Customer can request records be delivered on a flash, thumb, USB and other portable storage devices.</p>	Actual cost
Outside vendor	<p>Outside vendors can be used for unusual formats, large quantities or when a requestor asks for delivery of copies faster than City can process.</p>	Actual cost
Postage	<p>If a customer requests records be delivered by U.S. Postal Service.</p>	Actual cost (based on weight)
Mailing materials	<p>Material to package records for mailing:</p>	
	<p>Any size manila envelope.</p>	\$.45