

PUBLIC RECORDS REQUEST

Washington State University
 Public Records Office
 Information Technology Bldg. Rm.
 3011 P.O. Box 641225
 Pullman, WA 99164-1225
 509-335-3928
 FAX 509-335-1209
 E-mail wsu.pubrecords@wsu.edu

See 90.05 for additional instructions.

NAME		DATE OF REQUEST	
DEPARTMENT/COMPANY		DATE RECORDS NEEDED	
ADDRESS		DEPARTMENT(S) WITH RECORDS	
CITY	STATE		
TELEPHONE	E-MAIL ADDRESS		RECORDS TO BE <input type="checkbox"/> VIEWED <input type="checkbox"/> COPIED The University charges 15 cents per page for standard photocopies and to scan paper records to pdf. There is no charge for inspection of records.
REPRESENTING			

DESCRIPTION OF RECORDS (Be as specific as possible. Include names, dates, details, etc.)

I certify that the information obtained as a result of this request for public records will not be used in whole or in part to directly or indirectly compile a list of individuals for commercial purposes by the requestor or by another person or entity. (RCW 42.56.070) (NOTE: The term "commercial purposes" as it appears in RCW 42.56.070 is defined broadly. See Washington Attorney General Opinion 1998 No. 2 at <http://www.atg.wa.gov>.)

REQUESTER'S SIGNATURE