



Des Moines Pool Metropolitan Park District

PUBLIC RECORDS REQUEST

Submit a Public Records Request

Mail: District Clerk, 22015 Marine View Dr. S., Des Moines, WA 98198

Email: linda.ray@desmoinespool.org

Questions: 206-429-3852

Date of Request: _____

Requestor's Name: _____

Requestor's Mailing Address: _____

City _____ State _____ Zip _____

Phone: Home: _____ Cell: _____

Email Address of Requestor: _____

Title of Record(s) [if known]: _____

Date of Record(s) [if known]: _____

Please describe the records you are requesting and any additional information (e.g., parcel # or address of property if applicable) that will assist us in locating this information for you as quickly as possible. Failure to provide information sufficient to identify the records may cause delay.

Empty box for describing records.

I understand there is a minimum of \$.15 per page charge if request exceeds twenty pages for duplication of these specific records. I agree to prepay duplication charges associated with my request.

I wish to have copies/duplicates of the records indicated above.

I wish to make an appointment to review the records indicated above before copies are made.

Method by which I would like to receive the information I have requested if electronic delivery is not possible:

Mailed to me

Call me and I will pick up in person

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(9).

Signature

Date

For District Staff Use Only:

Date Received: _____ Comments: _____

Request denied: ___ Yes ___ No Copies provided: ___ Yes ___ No Fee \$ _____ Total \$ _____

Date completed: _____ Request completed by: _____