

REQUEST FOR PUBLIC RECORDS

Office of the Education Ombuds

Name of Requestor	Today's Date		
Organization and Job Title (if applicable)			
Requestor's address	Telephone number	Cell phone number	FAX
City State Zip Code	E-mail address		

Provide a detailed description of the public records requested and any additional information that will help OEO locate the records as efficiently as possible.

I prefer to make an appointment to view records in person at OEO

I prefer printed copies of records mailed to me at the above address. If the response exceeds 25 pages, I will make arrangements to pay for these copies before they are mailed.

I prefer electronic copies of these records to be emailed to me at _____. (option available if response is 25 pages or less)

I prefer to have electronic copies made available through Dropbox or other equivalent service.

I prefer copies of these records to be faxed to me at _____. Charges for printed copies exceeding 25 pages will apply. I will make arrangements to pay for copies before they are faxed.

The Washington State Public Records Act requires state and local agencies to make their records available to the public. Pursuant to state law, the Office of the Education Ombuds, within five (5) business days of receiving a public records request, will:

- a. Acknowledge receipt of the request, and
- b. Request clarification of the request, if necessary;
- c. Provide a reasonable estimate of time necessary to gather the records (if the records cannot be accessed within 5 business days);
- d. Deny the request, in whole or in part, and explain the basis for the denial; and/or
- e. Produce the records by making them available for inspection or photocopying;

Cost

There is no cost to review records in person or to receive them by email or via an electronic document exchange service such as Dropbox. Please note that email is not a secure medium. There will be a charge of \$0.15 cents per page for printed or faxed responses that exceed 25 pages, as well as actual costs of mailing printed copies.

For Office Use Only

Request received on (date):	Request Format (phone/email/written):	Request taken by (initials):
Request routed to (initials):	Records gathered by:	Records photocopied by:
Records sent to requestor on (date)	Records sent via: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Requestor pick up	

Office of the Education Ombuds

Mailing Address: PO Box 40004, Olympia, WA 98504
 Phone toll-free 1-866-297-2597 Fax 1-844-886-5196