



PUBLIC RECORDS REQUEST

It is the policy of Finley School District to make available for inspection and/or copying all district records falling within the classification of public records as defined by laws, except those which are exempted from such disclosure subject to the procedures, limitations, and qualifications set forth in the laws and/or school district regulations.

* Required Fields

Requester Information (we will honor anonymous request)

Name*

Company / Organization

Email*

Address line 1*

City*

State*

Zip Code*

Phone*

Description of the document(s) you are requesting*

Please provide enough information that we may identify and locate the records you seek. Attach additional page if necessary.

Time period of the information you are seeking:

State Date*

End Date*

If the request is for a list of individuals, I certify, by checking this box, that the information will not be used for commercial purposes. The district is not authorized to provide public records consisting of a list of individuals for commercial use (RCW42.56.070(9)).

Records Delivery Options

Select one option to receive the records.* Applicable charges per RCW 42.56.120(2) will be applied. Mailing costs will be additional.:

Printed copies

Electronic files

Review of the records only