



**REQUEST FOR PUBLIC RECORDS**

**Benton Public Utility District No. 1  
P.O. Box 6270  
2721 West 10<sup>th</sup> Avenue  
Kennewick, WA 99336  
Attn: Terri Hurst, Public Records  
Officer (509) 582-1222**

*(Customer - please fill out)*

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

( ) Telephone: \_\_\_\_\_

( ) Fax or e-mail contact: \_\_\_\_\_

*(please mark contact preference)*

Records requested: \_\_\_\_\_

(or attach description) \_\_\_\_\_

\_\_\_\_\_

**Assembling public records for inspection is accomplished free of charge. If copies are requested, copy costs, adopted by District resolution, are restated on this form.**

**Please select the following:**

- ( ) Requestor would like to inspect the record(s)
- ( ) Requestor would like copies provided without inspection
- ( ) Requestor would like inspection prior to deciding if copies are necessary

**Response Time:** Within 5 business days of receiving a public records request, the District will respond by either (1) providing the record; notifying you of availability, (2) acknowledging receipt of the request and providing a reasonable estimate of time for records availability, (the District may ask for clarification if the request is objectively unclear), (3) denying the request (you will be provided with an explanation if a record or a portion of a record is not provided due to a legal exemption).

**Disclosure of Lists:** Washington State law prohibits the disclosure and use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes, I may violate the rights of the individuals named and I may be liable for damage. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Requestor

*For office use only*

Fee Amount \_\_\_\_\_

Calculation of fee \_\_\_\_\_

Date available \_\_\_\_\_

Date paid \_\_\_\_\_

Request filled by \_\_\_\_\_

**Fee Schedule: (for copies of public records)**

Copy cost	\$.15 per page (over 50 pages), for 8" x 10" and 11" x 17" paper, (single-sided)
PDF copy	First 50 pages no charge, additional copies at Actual Costs
Microfilm	\$.25 per page
Large Paper	\$.67 per square foot

*(Actual Costs: utilization of outside copy facilities for copying shall be paid by the customer at actual costs incurred by the District, including any required mailing media and shipping costs. Non-standard letter envelopes, storage media, and special mailing requests will be charged at the actual cost incurred by the District.)*

- Fees are payable in advance or at the time of records pick-up.
- An advance deposit of 10% of the estimated total cost may be required for large public records requests (identified as copies totaling 500 or more pages).
- Copying of large requests may be provided on an installment basis, with payment required when each installment is picked up. If payment is not provided within 30 days of notification of records availability, the remainder of the request will not be fulfilled.
- Copying of large public records requests may be sent to outside vendors, at the discretion of the District, and will be billed at actual costs to the requestor, including mailing and postage.
- Copies of public records will normally be provided in hard copy format or in the currently held record format. Electronic information may be provided contingent upon ensuring the validity and integrity of the information.

**Summary of District Public Records Policy Statement (Per Resolution No. 1978)**

Benton PUD's complete policy on providing public records for inspection and/or copying is available upon request and is also located on our web site at [www.bentonpud.org](http://www.bentonpud.org), under "Commission". The District's policy statement is restated in summary form as follows: The District recognizes that full access to public records is necessary to assure continuing public confidence. You will be provided a prompt response to your request. If you do not receive a response within five days, please call our Public Records Officer listed on the reverse side to ensure your request was received. If you require inspection of requested documents, you will be contacted to set up a mutually agreeable time for review at the District's main office in Kennewick. If you are unsure of what record you are requesting, please provide as much information as possible, and the Public Records Officer will work to assist you in identifying the public record(s) you require. An index of the District's public records can be provided to you free of charge.

You may select public records for copying and staff will provide copies to you at the copy rates listed on this document. There is no charge to review documents, and you are not required to have copies made after you review public records.

The District is not required to fabricate, construct, reconstruct or manufacture records under a public records request that do not already exist. Electronic information, if currently held in that format, may be made available contingent upon ensuring the validity and integrity of the information.

Certain laws restrict the District from disclosing all or a portion of a public record. In the event a record, or a portion of it, is exempt from disclosure due to the public records laws, Title 42.56 RCW, or any other federal or state law, you will be notified of the exemption and a statement of how the record, or portion of the record, applies to the exemption. A listing of potential records which may be exempt or partially exempt from disclosure is included in Benton PUD's policy on public records.

If you object to the initial denial or partial denial of a records request you may petition in writing (including e-mail) to the District's Auditor or General Manager. The petition shall include a copy of your public records request and the written statement by District staff denying your request. Within 2 days of receipt of the petition, a response will be provided to you, either affirming or reversing the District's decision to disclose the public record named in the petition. You have the right to seek judicial review in the appropriate legal venue after two business days following the initial denial of the right to inspect a record.

**The District's Public Records Officer and/or designated staff will work in cooperation with you during the public records request process to fulfill your request in an expedient manner.**

**Thank you for your interest in Benton PUD.**