



**Yakima County Corporate Counsel**  
128 North Second Street - Courthouse  
Yakima, Washington 98901  
(509) 574-1200 - Fax (509) 574-1201  
[www.yakimacounty.us](http://www.yakimacounty.us)

DATE STAMP:

**RecordsRequest@co.yakima.wa.us**

Received by: \_\_\_\_\_

**PUBLIC RECORDS REQUEST FORM**  
**RCW CHAPTER 42.56 PUBLIC RECORDS ACT**

**SECTION 1. To be completed by the requesting person, business, or agency.**

Name: (print) \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Record(s) requested** This must describe an identifiable record(s). This form is not intended for general inquiries.

Action requested ☐ Inspection ☐ Copy

Desired Audio/Video format, if applicable ☐ Cassette ☐ CD ☐ DVD

I agree to pay all copy charges pursuant to the County's fee schedule. **If I have requested a list of Individuals, I certify that the information obtained through this public disclosure request will not be used for commercial purposes. RCW 42.56.070(9).**

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**If you have multiple requests for records that are each estimated to take more than 10 hours for processing, review and redaction, those requests will be handled in the order in which they are received unless a request is time sensitive.**

**SECTION 2: To be completed by County Personnel.**

- ☐ No identifiable record can be located,
- ☐ Additional time is necessary to process your request. RCW 42.56.520.
- ☐ The records were picked up in person. Signature: \_\_\_\_\_
- ☐ The amount of \$\_\_\_\_\_ for \_\_\_\_\_ copies was paid upon receipt.
- ☐ Record(s) have been mailed and \$\_\_\_\_\_ amount has been billed.

**If you have any questions or concerns about your Public Records Request, please call the Public Records Officer at (509) 574-1203 or e-mail [RecordsRequest@co.yakima.wa.us](mailto:RecordsRequest@co.yakima.wa.us)**