

PUBLIC RECORDS REQUEST FORM

Name:	Date:
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Address:

Phone:	Email*:
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Please let us know if you would like to review records or receive copies by checking the appropriate box:
 Review only: or Request copies (fees for copies \$0.15/per page)

REQUESTING DOCUMENTS:

If you are requesting **documents** please provide a detailed description of the documents below:

REQUESTING VIDEO:

If you are requesting **video** please provide the information requested below to assist in locating the correct video:

Route #:	Coach #:	Timeframe:
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Location you boarded the bus:

Location you exited the bus:

Where you were sitting/standing:

Your physical description:

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Description of any item you are attempting to locate:

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Any additional information that may assist in searching video:

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I, the undersigned do declare as follows: I understand and acknowledge that Washington State law, RCW 42.56.070(9) prohibits the use of lists of individuals for commercial purposes. Any records obtained will not be used for commercial purposes. I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Requestor's Signature:	Date Signed:
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Submit completed forms to: Nancy Trail, Public Records Officer (360) 705-5857
 Intercity Transit
 PO Box 659
 Olympia, WA 98507
publicrecordsrequest@intercitytransit.com

*Video requests are delivered electronically and require an email address. If you do not have an email address please provide a valid phone number for relaying the link to receive your records. If you do not have internet access records can be viewed **by appointment** at Intercity Transit's business office at 526 Pattison ST SE, Olympia, WA 98501 contact: 360-705-5857.

INFORMATION BELOW TO BE COMPLETED BY INTERCITY TRANSIT

Request received: Walk in Email Phone Fax Mail

Date received: _____ Request forwarded to: Ops HR Finance Procurement Maintenance Executive IS

ACTION	DATED	INITIALS	NOTES
5 day notice sent:			
Clarification required:			
3 rd party notice:			
Legal review:			
Installments:			
Redaction/Omission:			
Request denied:			
No records found:			
Request abandoned:			

Requestor notified of completion: In person Phone Email Other : _____ Date: _____

Records provided to requestor: Picked up Mail Email Box.com

Request completed by: _____ Fees charged: _____

Staff hours: _____