

HOW DO I REQUEST PUBLIC RECORDS?

Washington law requires state and local agencies to make public records available to the public. This law, the Washington State Public Records Act [RCW 42.56](#), supports the public's right to be informed about what their government is doing.

The Act also lists certain public records that do not have to be disclosed. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain.

The Act also requires that the public records requested are "identifiable." Your public records disclosure request must include a reasonable description that would allow a DISTRICT employee to locate the records. A general question is not a public disclosure request.

Here's How to Request a Public Record from the District:

Step 1: Get the Request for Public Record Form

- E-mail your request for a Public Record to: cpatterson@cosmopolisschool.com
- Download the request form from the DISTRICT website as a PDF or Word document.

If you have trouble downloading the form, want a paper copy mailed to you or have more questions please e-mail us: cpatterson@cosmopolisschol.com or call 360-532-7181.

Step 2: Complete the Form

After filling out the form (electronically or by hand):

- Return it by e-mail to: cpatterson@cosmopolisschool.com
- Return it by mail to:
Public Records Administrator
Cosmopolis School District
PO Box 479
1439 Fourth St.
Cosmopolis, WA 98537
- Return it by FAX to: 360-532-1535 ATTN: Public Records Administrator

Please be sure to identify on the form the records or documents you are requesting in enough detail that a DISTRICT employee can locate them.

Please include your name, mailing address, telephone, and e-mail address on the form in case we have questions about the information you want.

Step 3: Be Aware of the Exemptions to Public Records Disclosure

The Washington State Public Records Act [RCW 42.56](#) states that certain records are exempt from disclosure. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain. They include:

- Information about agency personnel, such as social security numbers, home phone numbers, home addresses, resumes and employment applications.
- Records relating to current investigation.
- Communication between agency staff and its legal counsel.
- Information that if released would constitute an invasion of privacy as defined in (RCW 42.56.210).

Step 4: Note Costs for Paper Records

There is no charge for record requests that are up to 40 pages.

DISTRICT charges the following fees for copying and mailing more than 40 pages of documents:

- Copying:
 - Letter- and legal-sized documents: \$0.15/page
 - 11"x17" size documents: \$0.50/page
 - Certified copies: \$5
- Postage: At cost for mailing requested materials

DISTRICT will calculate any copying costs and notify you of the charge in advance.