

# REQUEST FOR PUBLIC RECORDS



RECREATION AND CONSERVATION FUNDING BOARD • SALMON RECOVERY FUNDING BOARD  
 WASHINGTON INVASIVE SPECIES COUNCIL • GOVERNOR'S SALMON RECOVERY OFFICE • RECREATION AND CONSERVATION OFFICE

A. REQUEST FOR RECORDS BY:		
Name:		
Organization:		
Mailing Address:		
City:	State:	Zip:
Telephone:*	E-mail:*	

\* Your request must include a valid telephone number and/or e-mail address

B. I AM REQUESTING:														
<p><input type="checkbox"/> <b>RECORDS ABOUT A SPECIFIC PROJECT</b></p> <p>RCO keeps project records in paper files and a database (PRISM). PRISM is available on the RCO Web site without a disclosure request.</p> <p><b>Project name or number:</b> _____</p> <p><b>Select the specific record(s) you are requesting:</b></p> <table border="0"> <tr> <td><input type="checkbox"/> Agreement (contract)</td> <td><input type="checkbox"/> E-mail project correspondence</td> </tr> <tr> <td><input type="checkbox"/> Application</td> <td><input type="checkbox"/> Conservation Easement</td> </tr> <tr> <td><input type="checkbox"/> Appraisal and appraisal review</td> <td><input type="checkbox"/> Deed of right</td> </tr> <tr> <td><input type="checkbox"/> Other (specify) _____</td> <td><input type="checkbox"/> Final report</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Paper file</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Title and title insurance</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Written project correspondence</td> </tr> </table> <p><input type="checkbox"/> <b>OTHER RECORDS (Please be as specific as possible)</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Agreement (contract)	<input type="checkbox"/> E-mail project correspondence	<input type="checkbox"/> Application	<input type="checkbox"/> Conservation Easement	<input type="checkbox"/> Appraisal and appraisal review	<input type="checkbox"/> Deed of right	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Final report		<input type="checkbox"/> Paper file		<input type="checkbox"/> Title and title insurance		<input type="checkbox"/> Written project correspondence
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C. PLEASE PROVIDE THE RECORDS BY:
<p>Digital storage device**    <input type="checkbox"/> E-mail    <input type="checkbox"/> Inspection*    <input type="checkbox"/> Photocopy**    <input type="checkbox"/> SFTP Download</p> <p>* By appointment. RCO will contact you to arrange a time for you to inspect records at our office.                  ** Fees may be charged, per WAC 286-06-090, as posted on the agency Web site.</p>

I agree that any list of individuals provided to me will not be used for any commercial purpose by me or any other person I represent, per RCW 42.56.070(9).

\_\_\_\_\_  
 Signature of Person Requesting Public Document

\_\_\_\_\_  
 Date Requested

**Send This Request by Mail or E-mail:**  
 Recreation and Conservation Office  
 PO Box 40917  
 Olympia, WA 98504                      E-mail: [PDandR@rco.wa.gov](mailto:PDandR@rco.wa.gov)

**For Department Use Only:**  
 Date Received: