

**RIVERVIEW SCHOOL DISTRICT
15510 – 1st Ave. NE, PO Box 519
Duvall, WA 98019
425-844-4500**

REQUEST FOR COPIES OF PUBLIC RECORDS

Per Board Policy P4000-4, Staff shall provide full assistance to members of the public making inquiries or requests related to district records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection. Staff may request a clarification of any request that is unclear and need not respond if the request is not clarified.

On request, the district shall make copies of public records for a per-page fee of fifteen cents (\$.15) and the actual cost of postage and an envelope, if any.

Date: _____

Please indicate below the records you wish copied. The charge is \$0.15 per page, plus actual postage and envelope cost.

DESCRIPTION OF MATERIALS TO BE COPIED:

of copies made _____

Patron's Signature

Total Cost

Patron's Printed Name

Person making copies/receiving money

Patron's Address

City, State, Zip

Telephone