

Effective: April 4, 2007

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Cancels: New

INTERCITY TRANSIT FORM-EX-0005-A

See Also: Policy EX-0005

INTERCITY TRANSIT REQUEST FOR PUBLIC RECORDS

Name of Requestor:		Date Requested:
Address of Requestor:		Phone: Fax: Email:
Representing (If applicable):		
Review Records Only: Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy(s) Requested: Yes <input type="checkbox"/> No <input type="checkbox"/>	Charges <i>(completed by Intercity Transit)</i> Copies @ \$.15 ea.: \$____ Materials: \$____ Postage: \$____
Records Request: (Be as specific as possible in defining the record(s) you wish to obtain, such as dates, time, route number, subject matter.)		
I acknowledge that by releasing this record(s) to me, Intercity Transit does NOT thereby give me authority to use it to compile any data for commercial purposes.		
_____ Signature of Requestor		
TO BE COMPLETED BY INTERCITY TRANSIT		
Actions Taken and By Whom:		
Request Granted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Request denied for the following reason(s):	
Staff person completing request:	Date sent to Public Records Officer:	
Date Public Records Officer Reviewed and Filed:	Signature of Public Records Officer:	

Forward Requests for Public Record(s) to:

**Rhodetta Seward, Executive Services Director/
Public Records Officer
Intercity Transit
PO Box 659, Olympia, WA 98507
Email to: rseward@intercitytransit.com
Phone: (360) 705-5856**