



For Office Use Only: PRR No. _____

PUBLIC RECORDS REQUEST FORM

Pursuant to RCW 42.56 Washington /State Public Records Act, this request is to review or receive a copy of records maintained by Link Transit.

Date Request Submitted: _____

Requestor's Contact Information

Name: _____

Address: _____

Phone Number (s) _____

E-mail: _____

Requesting Documents:

Please be as specific as possible in defining the records requested including date, title or subject matter.

Name /Title of Document or Item: _____

Date of Document / Record / Incident: _____

Requesting Video:

Please provide the information requested below to assist in locating the correct video:

Vehicle video: Route Number: _____ Bus Number: _____

Date of video requested: _____ Time: _____

Description of Incident / or / item you are attempting to find: _____

Facilities Video:

Location (Col. Station, bus stop/shelter, other): _____

Date: _____ Time: _____

Description of Incident / or / item you are attempting to find: _____

Any addition information that may assist in searching video: _____



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Per RCW 42.56.080 Prompt Response Required

Link Transit has 5 business days to respond and acknowledge the receipt of a public records request. This response may include an estimation of additional time needed to complete the records request.

Acknowledgement of Requestor

I understand that there may be charges for duplication of records. I also certify that any lists of individuals obtained through my public records request will not be used for commercial purposes as prohibited by Washington State Law, RCW 42.56.070 (9). 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:** _____

Submit Request to: Link Transit, Attention: Laura Leon, Public Records Officer; 300 S Columbia St, Wenatchee, WA 98801; Phone: 509-664-7608; E-mail: boardclerk@linktransit.com