



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 describing the **document(s)** you wish to obtain, 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: _____ **Time:** _____

Where you boarded the bus: _____

Where you exited the bus: _____

Where were you sitting/standing: _____

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: _____

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.

No fee shall be charged for the *inspection* of public records, and no fee shall be charged for *locating* public records and making them available for viewing. However, if the requestor wishes to obtain copies of the public record (document or video), in accordance with the Washington State Public Records Act, Link Transit has established a general cost schedule, which follows:

Paper copies

- Copies of documents using regular sized copy paper - \$0.15-cents per page.
- Enlarged print - \$0.15-cents per page, plus any additional "actual" reproduction costs.

Alternative Formats – Link Transit will make every attempt to provide information in a format requested by the individual in a usable and effective format, if economically feasible.

The cost for electronic production or file transfer of non-paper "digital" records such as audio and/or video recordings, can include the cost of a CD, DVD, thumb drive, or the cost of transmitting the record(s) in electronic format, including the cost of any transmission charge and use of physical media device provided by the Agency.

- Cost of a Thumb Drive will be baselined at \$2.00 to but cannot be more than \$5.00, which is based on the cost of the thumb drive's "data capacity".
- Cost of a CD or DVD will be \$2.00

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 Maria Hansen, Public Records Coordinator; 2700 Euclid Avenue, Wenatchee, WA 98801; Phone: 509-664-7611; E-mail: Maalejandra@linktransit.com