

Historic Seattle PDA – Request for Public Documents

Historic Seattle PDA is a public corporation chartered by the City of Seattle. Our organization is required to comply with the Washington State Public Records Act, which you may review here:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>

The following information must be completed and signed or your request will not be filled. Submit this form via email at: info@historicseattle.org or US Mail to: 1117 Minor Avenue, Seattle, WA 98101

Date: _____ Name: _____

Mailing Address: _____

Daytime Phone: _____ Email: _____

Description of Records Requested: Please provide as much information as possible to assist us in identifying the records you are requesting. Subject, titles, date range, parties involved, for example.

I hereby declare under penalty of perjury under the laws of the State of Washington, RCW 42.56.070(9), that should my request contain a list of individuals, the information obtained through this request will not be used for commercial purposes.

Signature: _____

Within 5 days of receiving your Public Records Request, Historic Seattle will respond in one of these ways:

1. Make the records requested available for inspection (by appointment at no cost during business hours) or copying (see fees below)
2. Provide an estimated date of when the records will be available for inspection or copying
3. Ask for clarification of any unclear items in the request to help us fill your request
4. Deny the request with an explanation of why it was denied

Historic Seattle will charge \$.15 cents per each black and white 8.5 x 11 page copied. If mailing is necessary, Historic Seattle will charge the cost of packaging and mailing to the requesting party. Other costs incurred for media other than paper copies will also be charged to the requesting party. Payments must be made by cash or check. Large records requests may be provided in installments.

For Internal Use Only:

Date Received:	Response Date:	Amount Due:
Received by:	Date Closed:	Closed by: