



Grays Harbor County Sheriff's Office

PO Box 630, Montesano, WA 98563 (360) 249-3711

Public Record Disclosure Request Form

Please fill out **Section 1** with as much information as possible to assist staff in locating the documents you are requesting. RCW 42.56 allows five working days to respond to your request. Please be advised that there may be a \$.15 copy charge per page for the records you are requesting. You will be informed of any applicable charge prior to release of records.

Section 1

Today's Date _____ Requestor's Name _____ Phone Number _____

Address _____

Mailing Address (if different) _____

Records Requested _____

Action Requested (check one) Inspection Copy Other _____

Case Number _____ Type of Incident _____

Involved Parties _____

Date/Time Reported _____ Incident Location _____

Authorizing Document (if applicable) Notarized release Subpoena Deuces Tecum

Signature of Requestor

Staff person receiving request

Section 2 (For department use)

- Your request has been received and is being processed. We anticipate this will be completed on or about _____.
- This case is still active and under investigation. We are unable to release a copy at this time. Your request will be processed upon completion of the investigation.
- The record you requested is enclosed.
- The record you requested is available. Copy fee of \$_____ is due, please remit. These records will be held until _____ at which time they are abandoned. Please mail a check or money order made payable to the Grays Harbor Sheriff's Office. You may also pick up your request with a check, money order or exact change. Office hours are Monday through Friday 9:00-5:00.
- No record found based on the information you provided.
- We need additional information to respond to your request. See remarks below.

Remarks:

Continued on reverse side.

Notification of final agency response: _____
Date/Time Person Notified

I certify that notification of final agency response was carried out as stated above. _____

Records Index – *There is no single index of Grays Harbor County Sheriff's Office records. The Grays Harbor County Sheriff's Office has determined that maintaining a central index of its records is unduly burdensome, costly, and would interfere with its operations due to the number and complexity of records generated as a result of the wide range of law enforcement activities.*