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 9:00-4:00.

☐ 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.*

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