

Ritzville Library District #2
REQUEST TO INSPECT PUBLIC RECORDS

All records and documents generated by Ritzville Library District #2 (RLD2) are public records and as such are available for inspection or copying, with the exception of certain document(s) or material(s) as set forth in RCW 42.56.001 –42.56.904.

Public records may be inspected between the hours of 11:00 a.m. and 5:00 p.m., Monday through Friday, with the exception of Library holidays, at the Ritzville Public Library. There is no charge to inspect public records. RLD2 will charge a fee of 15¢ per page for providing copies of public records. See the Public Records Request policy for information about any additional charges.

A response for inspection or copying will be provided within 5 business days. However, circumstances may prevail which would require additional time to provide the requested document(s). In these situations, RLD2 will provide a reasonable estimate of the time required to respond to the request.

Please complete the following information to assist us in filling your request:

Date of Request:
Type of Request: <input type="checkbox"/> Inspection <input type="checkbox"/> Copying

Name of Requestor:	Telephone Number:
Address:	Email Address:
	Signature:

Identify the public record you are requesting a copy of or inspection of:
Will the requested record(s) be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICE USE ONLY	
Date Request Received:	Date Request Completed:
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Reason for Denial:	
Number of pages requested for copying: _____ \$ _____	