



PUBLIC RECORDS REQUEST

Klickitat Valley Health will release public records of the District in compliance with the Washington Public Records Act (RCW 42.56) and any other applicable provisions of federal or state law. The District will acknowledge the request within five business days and either make responsive records available for inspection, provide copies, or give a reasonable estimate of when the requested information may be available. Public record requests are prioritized and responded to within the limitations of available staff time to prevent excessive interference with essential agency functions.

All requests for public records must include the name, contact information of the requester, and information necessary to readily identify the public records requested. Completion of this form is not required but all information on the form must be made available. If you have questions about access to public records please contact the Klickitat Valley Health Public Records Officer: Jeff Teal at 509-773-1009 or e-mail: publicrecords@kvhealth.net

Name: _____ **Date of request:** _____

Address (street/city/state/zip): _____

E-mail: _____ **Telephone:** _____



Public record(s) requested (please be as specific as possible including dates or date ranges):

Access requested:

I am requesting to review or inspect the public record(s) requested. There is no charge to review or inspect a public record. Appointments for review/inspection will be made between 9 AM and 4 PM Mondays through Fridays except holidays.

I am requesting copies of the public record(s). I understand there is a fee for copies of records and that the fee must be paid prior to my receiving the requested information unless I have an established business account with KVH.

Fees: Copies are \$.15 per page for printed material. Charges for other formats (tapes, diskettes, etc.) are based on the KVH cost for the other tapes, diskettes, etc. Charges for mailing are based on KVH cost. There is no charge for electronic format distribution by e-mail of electronic format documents.

Please return this form by mail or by hand delivery to:

Klickitat Valley Health
Attn: Public Records Officer
310 S. Roosevelt, Goldendale WA 98620

To e-mail this form: Save the completed form, then send as an attachment to: publicrecords@kvhealth.net