



**MASON COUNTY**  
**Department of Community Development**  
 PO Box 186  
 426 W. Cedar Street  
 Shelton, WA 98584  
 Phone: (360) 427-9670 ext. 352  
 Fax: (360) 427-7798

Date Stamp \_\_\_\_\_

Received by: \_\_\_\_\_

**PUBLIC RECORDS REQUEST FORM**

<b>Name</b>	<b>Phone</b>
<b>Address</b>	<b>Fax</b>
<b>City, State, Zip</b>	<b>Email</b>

Parcel No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Address \_\_\_\_\_

Owner \_\_\_\_\_ Previous Owner \_\_\_\_\_

Type of Records:     Building Department Records                       Planning Department Records

**Record(s) requested:** Please describe a specific identifiable record. Include document name, number or date if known.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like to inspect the record(s) at no charge

I would like a copy of the record(s):  Mailed     Faxed     Emailed (if available in electronic format)     Picked up

Please allow 5 business days for a response to your request. RCW 42.56.520

I agree to pay all copy charges pursuant to Mason County's fee schedule. RCW 42.56.120

I certify the information obtained through this request will not be used for commercial purposes. RCW 42.56.070(9)

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

<input type="checkbox"/> 5-Day response    Date: _____		<b>OFFICIAL USE ONLY</b>	
<input type="checkbox"/> Scanned Records <input type="checkbox"/> Tidemark Files <input type="checkbox"/> Meeting Notes		<b>Search Criteria Used</b> <input type="checkbox"/> Parcel Files <input type="checkbox"/> Email Search <input type="checkbox"/> Plan Vault	
		<input type="checkbox"/> Permit Center <input type="checkbox"/> Planning Dept. <input type="checkbox"/> County Archives	
Request Closed - By: _____		Date: _____	
Records were: <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Emailed <input type="checkbox"/> Picked up		Fees Due \$ _____	
Notes _____			

***Make checks payable to the Mason County Treasurer***

## **PUBLIC RECORDS – COPYING AND DELIVERY FEES**

- A. No fee will be charged for the inspection of a public record. No fee will be charged for locating public records and making them available for inspection.
- B. No fee will be charged for searching for public records, redacting portions of the record which are exempt from disclosure, or preparing an index of exempt documents. If a request is sent to a private copy shop for copying, the fee shall be the actual charge imposed for copying, plus applicable taxes and shipping costs.
- C. Payment shall be made by check payable to "Mason County Treasurer." The public records officer may require that all charges be paid in advance of the release of the copies.
- D. The public records officer may waive the fee for fewer than 25 pages.
- E. At the option of the public records officer, electronic records may be printed out prior to copying and delivery. If the electronic record is large and not capable of being printed out, then the document may be provided electronically in the format in which the record is maintained by the County or in Adobe PDF format. There is no obligation of the County to convert an electronic record to a different format.
- F. Unless a fee is fixed by another federal, state or County ordinance, the following fee schedule is applicable.
- G. The public records officer may require a deposit in an amount not to exceed ten percent of the estimated cost of providing requested public records. If the public records officer responds to a request on a partial or installment basis, the requester shall be charged for each part or installment responding to the request. If a partial or installment response is not claimed or reviewed by the requester, the public records officer is not obligated to fulfill the balance of the request.
- H. Failure to Pay:
  - 1. If a requestor fails to pay a deposit if required, the public records request is deemed complete without further action.
  - 2. If a requestor fails to pay for records provided, the requestor will be required to pay the outstanding obligation in full prior to any other records requests being entertained.

### **Fee schedule:**

8-1/2 by 14 or smaller B/W copies:	\$0.15 per page
Greenbar computer printouts	\$1.00 per page
Oversized or color copies	\$1.00 per page
Color maps	\$5.00 per square foot
All items sent to private copy shop:	Actual charge plus postage and delivery
Tapes or compact disc	\$20.00 for each tape or compact disc
Postage	Actual charge
Fax (8-1/2 by 11 only)	\$1.00 per page
Envelopes	\$1.00 each
Electronic records sent by e-mail	No charge*

\*A scanning fee of \$0.15 per page may be charged when the requested documents are not already available in electronic format

### **SPECIAL INFORMATION REGARDING CERTAIN FEES:**

The fee for providing copies of certain public records may be set by state statute. For example state law sets the fee for death certificates (RCW 70.58.107); court papers (RCW 3.62.060) (Chapter 36.18 RCW and CR 17(4)); duplication of electronic tapes of a court proceeding (RCW 3.62.060); traffic accident reports (RCW 46.52.085); and criminal history information (RCW 10.97.100). Where the state or federal law sets a fee for providing a copy of a record, that fee will be charged.