

ISLAND COUNTY PUBLIC WORKS

REQUEST FOR PUBLIC RECORDS

Public Records Contact: Cecilia A. Herrera, Records Officer
Island County Public Works
1 NE Sixth St.
PO Box 5000
Coupeville WA 98239
Email: c.herrera@islandcountywa.gov

Alternate: Lourdes Shuart, Senior Office Specialist
Email: LM.Shuart@islandcountywa.gov

Office Hours: 8:00 am to 4:30 PM Monday-Friday Closed
on Saturdays, Sundays and Holidays

Island County government is organized into separate departments and offices of independently elected officials. Each department within Island County is responsible for its own records. The Island County Public Records disclosure contact Information, is located at <https://islandcountywa.gov/Pages/PRR.aspx>. It offers a guide to help determine what department and who to contact to submit your public records request.

Public records are available upon written request for inspection and disclosure. Requests for inspection and disclosure of public records should identify the particular records desired with enough specificity so it can be located.

Responses to requests will be provided within 5 business days. If additional time is necessary to gather the appropriate records, the department Records' Officer will inform you with the five day time period, along with a date of when records can be expected.

Records that are part of a larger set may be made available on a partial or installment basis as records are assembled or made ready.

Cost per printed page copied: \$.15 per page single sided (no fee charged for inspection of records)

Cost per page scanned and emailed: \$.10 per page for records scanned into an electronic format

ISLAND COUNTY PUBLIC WORKS
1 NE Sixth St., PO Box 5000, Coupeville WA 98239

REQUEST FOR PUBLIC RECORDS

Today's Date: _____

Print Name: _____

Mailing Address: _____

(City) (State) (ZIP)

Phone Number: _____ **or** **Cell Number:** _____

Email Address: _____

Description of records seeking (include date, as best known) _____

Upon Locating documents I request: _____ Inspection Only _____ Inspection, then copy
(no fee) selected pages

_____ Printed records only _____ Copy (\$.15 per printed Page)

_____ Electronic records only _____ \$.10 per page/records scanned into electronic format

_____ Print and electronic records

Signature: _____

Printed Name: _____