



MASON COUNTY PUBLIC RECORDS
411 NORTH 5TH STREET
SHELTON, WA 98584
PHONE: 360-427-9670

Date Stamp
Received by: _____

PUBLIC RECORDS REQUEST FORM

It is the policy of Mason County that ALL records are available for public disclosure unless specially exempted. Requests will be processed to ensure compliance with our policy and Washington State's Public Records Act (Chapter 42.56 RCW).

Requester Name: _____ **Phone:** _____
Address: _____ **Email:** _____
_____ **Company:** _____

IDENTIFICATION OF RECORDS REQUESTED: Please describe specific identifiable records. 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 Emailed Picked up

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

Limitation on Use for Commercial Purposes Washington State Law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that the list of individuals obtained through this request for public records will not be used for commercial purposes.

Requester Signature _____ **Date** _____

Fees for records shall be in accordance with the County's policy and RCW 42.56.120