

# REQUEST FOR PUBLIC RECORDS



RECREATION AND CONSERVATION FUNDING BOARD • SALMON RECOVERY FUNDING BOARD  
WASHINGTON INVASIVE SPECIES COUNCIL • GOVERNOR'S SALMON RECOVERY OFFICE • RECREATION and CONSERVATION OFFICE

A. REQUEST FOR RECORDS BY:		
Name:		
Organization:		
Mailing Address:		
City:	State:	Zip:
Telephone:	Fax:	Email:

B. I AM REQUESTING:			
<input type="checkbox"/> <b>RECORDS ABOUT A SPECIFIC PROJECT</b>			
The RCO keeps project records in paper files and a database (PRISM). PRISM is available on the RCO web site without a disclosure request.			
Project Name or Number: _____			
Select the specific record(s) you are requesting:			
<input type="checkbox"/> Database download	<input type="checkbox"/> Paper file		
<input type="checkbox"/> Application	<input type="checkbox"/> Project agreement (contract)	<input type="checkbox"/> Written project correspondence	<input type="checkbox"/> Email project correspondence
<input type="checkbox"/> Appraisal and appraisal review	<input type="checkbox"/> Deed of right	<input type="checkbox"/> Conservation easement	<input type="checkbox"/> Title and title insurance
<input type="checkbox"/> Other (specify) _____			
<input type="checkbox"/> <b>OTHER RECORDS (Please be as specific as possible)</b>			
_____			
_____			
_____			

C. PLEASE PROVIDE THE RECORDS BY:				
<input type="checkbox"/> Inspection*	<input type="checkbox"/> Photocopy**	<input type="checkbox"/> CD**	<input type="checkbox"/> Email	<input type="checkbox"/> FTP Download
* By appointment. The RCO will contact you to arrange a time for you to inspect records at our office.				
** The RCO may charge you for copies made, per WAC 286-06-090, as posted on the agency web site.				

I agree that any list of individuals provided to me will not be used for any commercial purpose by me or any other person I represent, per RCW 42.56.070(9).

\_\_\_\_\_  
Signature of Person Requesting Public Document

\_\_\_\_\_  
Date Requested

**Send This Request by Mail, Fax, or Email:**  
Recreation and Conservation Office    FAX: 360-902-3026  
PO Box 40917    EMAIL: [PDandR@rco.wa.gov](mailto:PDandR@rco.wa.gov)  
Olympia, WA 98504

**For Department Use Only:**  
Date Received: \_\_\_\_\_