



UNIVERSITY OF WASHINGTON
REQUEST FOR PUBLIC RECORDS
 PUBLIC RECORDS OFFICE

RETURN ADDRESS: 4014 UNIVERSITY WAY N.E. SEATTLE, WA. 98105

INTERNAL USE ONLY	Request No.	Request Date (Mo., Dy., Yr.)	Time	a.m.
				p.m.

Requester's Name		Representing (if applicable)		Date Desired
Address	(Street)	(City)	(State)	(ZIP) Telephone

PART A: RCW 42.17.270 (Public Records Laws) provides that requests be for "identifiable public records." Please provide document title and other identifying data in the space provided.

PART B: Use this section if the document title is unknown to you. Provide a complete description of the record requested. Whenever applicable please provide dates, department location and any other specific information that will assist the Public Records Office in locating the records.

PART A:

Title of Document/File/Report	UW Department that holds record (if known)	Contact Person at Department (if known)

PART B:

Check here if you are requesting copies of the above described documents as contrasted with a viewing of original records only. You will be required to pay copying charges before copies are relinquished to you.

COMMERCIAL USE OF LISTS: I understand that the State Public Disclosure Law, RCW 42.17.260 (5) "shall not be construed as giving authority to any agency to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies shall not do so unless specifically authorized or directed by law."

I hereby acknowledge that any lists of individuals provided me by the University of Washington will not be used to promote commercial purposes as prohibited by RCW 42.17.260 (5).

(Requester's Signature) _____ (Date) _____