

**APPENDIX A**

**FRANKLIN COUNTY**

**Request for Public Records**

**Public Records Officer, General**

Gray M. Blair  
1016 N. 4<sup>th</sup> Ave  
Pasco, WA. 99301  
Phone: 509-546-5854  
Email: recordsoffice@franklincountywa.gov

**Requestor Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of communication:     Mail     Phone     Email

Preferred method of receiving records:

No cost:     In-person inspection only     GovQA Portal     Email Attachment(s)

Cost: \*     Pickup of physical records     Shipped paper records     Shipped electronic records (thumb drive)

Paper

Thumb drive

Other as requested: \_\_\_\_\_

\*Any costs must be made payable to the Franklin County Public Records Office at 1016 N 4<sup>th</sup> Ave, Pasco, WA 99301 to the attention of the Public Records Officer. Costs must be paid prior to records being released. The County can only accept cashiers checks, money orders, or cash in the exact amount due.

**Records Requested:**

Please describe the specific records you are requesting, as well as any additions information that will help us locate said records (names, dates, etc.). RCW 42.56.520 requires action on a request for public records must be taken within five (5) business days.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that Washington State Law [RCW 42.56.070(8)] prohibits the use of lists of individuals for commercial purposes. If applicable to this request, the Public Records Officer will supplement this request with a Commercial Purposes Affidavit to ensure compliance with this statute. This Affidavit must be completed and returned prior to you receiving records, should it apply to your request.

**FOR OFFICIAL USE ONLY – Return completed form to the Public Records Officer or the Commissioner’s Office**  
Date received: \_\_\_\_\_ Response Required by: \_\_\_\_\_  
  
Entered in GovQA on: \_\_\_\_\_  
Entered by: \_\_\_\_\_