

**LIBRARY POLICIES
APPENDIX IV**

REQUEST FOR PUBLIC RECORDS FORM

The Kitsap Regional Library is a public agency that fully complies with Washington’s Public Records Act. Kitsap Regional Library will provide access to its public records for inspection or copying, except those exempted or prohibited by law, in accordance with its procedures, which are attached to this Request Form.

Requests will be made using the following form or by providing the same information in writing:

Name _____

Address _____

Phone _____ Date of Request _____

Email Address _____ Time of Request _____

Records Requested. If the name of the record is not known please describe the document(s) in detail.

Select one of the following:

- I wish to inspect the requested records; OR
- I wish to receive a copy of the requested records; OR
- I wish to inspect the requested records first, and then consider selecting records to copy.

Signature: _____