

# **Simple Public Records Request**

*This is a response to a simple public records request. There are just a few documents which are easily described, so there is no need to number each document. No exemption is claimed in this request. If the request involves a claim or lawsuit, please provide a copy to the Prosecuting Attorney.*

Date

Joanie Q. Citizen  
Yourtown, WA

Re: Public Record Request

Dear Ms. Citizen:

This correspondence is in response to your public records request by email dated \_\_\_\_\_. I wrote to you on \_\_\_\_\_ and notified you that it would take us \_\_\_\_\_ week(s) to respond to your request.

This office has no documents described in the first paragraph of your e-mail dated \_\_\_\_\_. We do have [describe document]s for the years 1999 and 2000. There is no report for the year 2001.

Consistent with the provisions of RCW 42.56.120 and our county code, section 2.108.100 there is a charge of) \$0.15 for each page. At your convenience, please send a check to this office made payable to the "San Juan County Treasurer" in the amount of \$\_\_\_\_\_ representing a charge of \$0.15 per page for \_\_\_\_\_ pages.

Very truly yours,

Public Records Officer

Encl.

c: Prosecuting Attorney (w/encl.)