



**Peninsula Metropolitan Park District**

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**REQUEST FOR PUBLIC  
RECORDS**

Public records are available for inspection and copying during PenMet Parks' normal business hours. Records must be inspected at the PenMet Parks District office. Any person wishing to inspect or copy public records of PenMet Parks should make the request in writing on a PenMet Parks' request form or by letter, fax, or e-mail including the following information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

IDENTIFICATION OF THE PUBLIC RECORDS (adequate for the Public Records Officer or designee to locate the records):

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

DATE OF REQUEST: \_\_\_\_\_

TIME OF REQUEST: \_\_\_\_\_

If after inspection of the records, you wish to have copies of the records made, please so indicate and make arrangements to pay for copies of the records or make a deposit. Photocopies will be provided at \$0.15 per page.

<i>Office use only</i>
Request received by: _____
Date of receipt: _____
Date of acknowledgement of receipt to requestor: _____
Request approved or denied: _____
If copies needed, total number of copies made: Black/White _____ Color _____

PenMet Parks is not authorized to provide public records consisting of a list of individuals for a commercial use RCW 42.17.260(9)/42.56.070(9).