

# PUBLIC RECORDS REQUEST

Washington State University  
Public Records Office  
French Administration Bldg. Rm. 220  
P.O. Box 641225  
Pullman, WA 99164-1225  
509-335-3928  
FAX 509-335-3930  
E-mail [wsu.pubrecords@wsu.edu](mailto:wsu.pubrecords@wsu.edu)

See *BPPM* 90.05 for additional instructions.

NAME			DATE OF REQUEST	
DEPARTMENT/COMPANY			DATE RECORDS NEEDED	
ADDRESS			DEPARTMENT(S) WITH RECORDS	
CITY	STATE	ZIP CODE		
TELEPHONE	E-MAIL ADDRESS		RECORDS TO BE  ___ VIEWED      ___ COPIED  The University charges 15 cents per page for standard photocopies and to scan paper records to pdf. There is no charge for inspection of records.	
REPRESENTING				

DESCRIPTION OF RECORDS (Be as specific as possible. Include names, dates, details, etc.)
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I certify that the information obtained as a result of this request for public records will not be used in whole or in part to directly or indirectly compile a list of individuals for commercial purposes by the requestor or by another person or entity. (RCW 42.56.070) (NOTE: The term "commercial purposes" as it appears in RCW 42.56.070 is defined broadly. See Washington Attorney General Opinion 1998 No. 2 at <http://www.atg.wa.gov>.)

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REQUESTER'S SIGNATURE