

Procedures:

(1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request, unless this request is to a court that meets irregularly. In such case, the response to the request will be provided within thirty (30) calendar days of the request.

(2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at xxx.gov. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Public Records Officer:

Name: Tammy Graham/Tammy DeZeeuw

Phone: 360-354-4270

Fax: 360-318-0301

E-mail Address: Lyndencourt@lyndenwa.org

Request Received: _____ at _____ AM/PM

By: _____