Lynden School District

516 Main Street ~ Lynden, WA 98264
Phone: (360) 354-4443 ~ Fax: (360) 354-7662
www.lynden.wednet.edu

Public Records Request

Name:		Date
Firm/Organization		
Address	Phone	Fax:
City/State/Zip	e-mail:	

Please describe the SPECIFIC records you are requesting and any additional information (dates, names, etc) that will assist the Lynden School District in locating the records. (Use additional pages if necessary)

_____

_____

I hereby certify that if a list of individuals is obtained through this request for public records, the information will not be used for commercial purposes.

_____ _____

Signature of Requestor Date

Washington law requires state and local agencies to make public records available to the public. This law, the Washington State Public Records Act RCW 42.56, supports the public's right to be informed about what their government is doing.

The Act also requires that the public records requested are "identifiable". Your public records request must include a reasonable description that would allow a Lynden School District employee to locate the records. A general question is not a public disclosure request.

EXEMPTIONS TO PUBLIC RECORDS

The Washington State Public Records Act RCW 42.56 states that certain records are exempt from disclosure. These exemptions are intended to prevent unreasonable invasions of personal privacy or the use of public records for personal or commercial gain. Certain information may be exempt and redacted (removed) from documents.

District Response

Request Granted Date: _____ Completed by:_____

Request Denied: The records you have requested are legally exempt from public disclosure by the following authority:

_____

We do not have the record