



Benton Public Utility District No. 1

P.O. Box 6270 | 2721 West 10th Ave.

Kennewick, WA 99336

www.bentonpud.org

Attn: Melina Conover

Public Records Officer

(509) 582-1227 (phone) | (509) 586-1710 (fax)

records@bentonpud.org

Request for Public Records

Describe the records you are requesting below. Please provide any and all information that will help us locate them quickly, and be as specific as possible. Attach additional pages as needed. A copy of Benton PUD's public records policy, including the production of public records and associated fee schedules, can be found on our website or a paper copy can be requested from our offices.

Please select the following:

- I would like to inspect the record(s) prior to copying or scanning.
- I would prefer the record(s) provided in hard copy without inspection first.
- I would prefer the record(s) provided electronically without inspection first.

Washington State law [RCW 42.56.070(9)] prohibits the disclosure and use of lists of individuals for commercial purposes. The undersigned certifies that if he/she uses, or allows others to use, such records for commercial purposes, they may violate the rights of the individuals listed and may be liable for damages. "Commercial purposes" means that the person requesting the record(s) intends that the list will be used to communicate with the individuals named in the record(s) for the purpose of facilitating profit-expecting activity.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Email: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred method of contact: _____

When a request for public records is received, we will respond within five business days by:

1. Providing the record(s) requested.
2. Acknowledging receipt of the request and providing a reasonable estimate of time when the record(s) will be available. Note that additional time may be required to respond because of the need to clarify the request, locate and assemble the record(s) requested, notify third parties affected by the request, or determine whether any exemptions apply.
3. Denying or partially denying the request. If a request is denied, we will provide an explanation of why, along with the applicable exemptions.

Please contact Benton PUD if you have not received a response within five business days to ensure this request was received.