



DON McDERMOTT, SHERIFF SKAGIT COUNTY

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Chad Clark
Undersheriff

Chris Baldwin
Chief of Field Operations

Tobin Meyer
Chief Criminal Deputy

Don Marlow
Chief Corrections Deputy

Annette Lindquist
Chief Administrative Services

PUBLIC RECORDS REQUEST FORM

Pursuant to RCW 42.56, the Washington State Public Disclosure Act, I hereby request to review/obtain a record maintained by the Skagit County Sheriff's Office.

Name/Organization _____ E-mail _____

Address _____ Phone _____

I certify that the records requested will not be used for commercial purposes and that I will not give or provide access to the material to others for commercial purposes, as prohibited by RCW 42.56.070(9).

Signature of Requestor Date DOB

PURSUANT TO RCW 42.56.520, within five business days of receiving a public record request, an agency must respond by either (1) providing the record; (2) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to respond to the request; or (3) denying the public record request. Denials of requests must be accompanied by a written statement of the specific reasons or exemptions.

Record(s) requested:

Case Number _____ [] Deputy's Report only [] Entire Case File

Date and Time of incident _____

Any additional information/persons involved _____

Unless otherwise requested, records will be released by E-mail.

Staff use only

Records released - [] E-mail [] US Mail [] Picked up at counter

Comments _____

Employee _____ Date _____ Response Date _____