

Cascadia Conservation District Public Records Request

Please complete the information below and email, mail or deliver the form to:

Ryan Williams, Public Records Officer
Cascadia Conservation District
1350 McKittrick St, Suite B
Wenatchee, WA 98801

email: ryanw@cascadiacd.org
phone: 509-306-3407

Request Date _____ **Time of Day** _____

Name of requestor _____

Preferred contact method _____mail _____email

Mailing address _____

Telephone number _____(for questions or clarification)

email address _____

It may be possible for us to provide or direct you to the information you seek without a lengthy formal request. Please feel free to call or email the records officer to explore the options.

Request type:

In-office review appointment _____

Summary of potential available sources (paper files, electronic files, materials) _____

Extracted information that may already exist (List, tally, report, spreadsheet)_____

Copies of documents or files _____

Records requested:

Date range _____

Subject matter _____

Primary documents requested (e.g. contracts, grant records, permits, etc.)

Preferred format – paper copy, scanned files (email attachment, saved to disk or thumb drive)

If paper copies are requested, please contact the records officer for an estimate of the costs for copies, packaging and mailing. Advance payment may be required.