



**TO: Public Records Officer
NCW Libraries
16 N Columbia St
Wenatchee, WA 98801
509.663.1117 |**

RE: Request to Inspect Public Records

Pursuant to RCW 42.56 Public Records Act, I request to inspect the following records. To help NCW Libraries locate records quickly, please be as specific as possible, for example: document titles; names; dates, etc.

Under RCW 42.17.260(9), Washington State does not give agencies authority to give, sell or provide access to lists of individuals requested for commercial purposes. Such use may violate the rights of the individuals named and the undersigned may be liable for damage.

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

Name (please print): _____

Address _____

City _____ *State* _____ *Zip* _____

Phone Number _____

Email _____

Signature _____

Date _____