



Zillah School District #205•213 Fourth Avenue, Zillah WA 98953-9533•Phone: 509-829-5911•Fax: 509-829-6290
Public Records Clerk: Sonia Ruggles•Email: sonia.ruggles@zillahschools.org

REQUEST FOR PUBLIC RECORDS

Response to this records request shall be made no later than five (5) working days.

Date: _____ Time: _____

Name: _____

Address: _____

Phone #: _____ Email Address: _____

Representing: _____

Description of records requested:

Intended use of records:

I certify that information through this request for public records will **NOT** be used for commercial purposes.

Requestor's Signature: _____

FOR ZSD STAFF USE	
Number of copies: _____	
Number of pages: _____	Cost at 15¢ per page (if applicable): _____
Postage/Envelope: _____	Total Cost: _____