

**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS
PUBLIC RECORDS REQUEST**

Name: _____ Date: _____

Telephone: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Please note: Records are available for review during regular business hours, 8 a.m to 5 p.m., Monday through Friday (except holidays), at 1622 Terminal Drive, Richland, WA. Many records are available on our website: www.bfcog.us

IDENTIFICATION/DESCRIPTION OF RECORDS SOUGHT:

Please be as specific as possible. We will be able to process your request faster if you clearly identify the records you are requesting to review.

I want to: Inspect the records at no charge.

Receive a copy after paying required fee.

Inspect the records first and then consider selecting records to copy and pay for.

I certify that any lists of individuals obtained through this request will not be used for commercial purposes (RCW 42.56.070(9)).

Signature _____

SUBMIT COMPLETED FORM TO:

Public Records Officer
Benton-Franklin Council of Governments
P O Box 217
Richland, WA 99352
509-943-9185
509-943-6756 (fax)

