

For Kitsap Transit Use Only

Public Records Provided

Date Received/Initials _____

Date Completed/Initials _____

_____ @ _____ per page = _____

Other fees (mailing) _____

_____ @ _____ per page = _____

Staff hours

Total Charges Due \$ _____

Dept: _____ Hours: _____

Dept: _____ Hours: _____

Event Tracking		
Event	Date	Initials
Department Request was Forwarded:		
Five-day notice sent Estimated Completion date:		
Follow-up letter sent (if needed):		
Installments Provided: #1 #2 #3 #4		
Requestor notified of completion by: <input type="checkbox"/> In person <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Other		
Records Provided to Requestor <input type="checkbox"/> Mail <input type="checkbox"/> Picked Up <input type="checkbox"/> E-mailed		

Action Taken

- Records Provided
- Requested Documents Not Found
- Documents or Portions of Documents Exempt (attach Exemption log)