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**Mason Conservation District**  
**450 W Business Park Road • Shelton, WA 98584**  
**Phone: (360) 427-9436 • FAX: (360) 427-4396**  
[www.masoncd.org](http://www.masoncd.org)

### Public Records Requests

Public records requests must be made through Mason Conservation District's public records officer:

Rhonda Nydegger, Finance & Administration Manager  
Mason Conservation District  
450 W Business Park Road  
Shelton, Washington 98584

Phone: 360.427.9436 extension 116  
Fax: 360.427.4396  
E-mail: [rnnydegger@masoncd.org](mailto:rnnydegger@masoncd.org)

It is encouraged that your request be in writing and it can be made using the Mason Conservation District's "Request for Information Form" or by calling the public records officer at the telephone number listed above and requesting this form. The form can be filled out at the Conservation District's office, sent by regular mail, electronic mail, or faxed to the public records officer.

Within five (5) business days of receiving a public records request, Mason Conservation District will respond by (1) providing the record; (2) acknowledging the request has been received and providing a reasonable estimate of the time required to respond to the request; or (3) denying the request. Public records are available for inspection at the Mason Conservation District offices during regular business hours (8:00am to 4:30pm) Monday through Friday, excluding holidays. There is no charge for inspection.

There will be a charge for copying or producing information as follows:

#### Photocopies:

Size	Black and white copies	Color copies
8 ½"x11" or 8 ½"x14"	\$0.15/copy	\$0.25/copy
11"x17"	\$0.20/copy	\$0.30/copy
17"x22"	\$0.35/copy	\$0.45/copy
22"x34"	\$0.40/copy	\$0.50/copy

#### Printers:

Size	Black and white prints	Color prints
8 ½"x11" or 8 ½"x14"	\$0.15/page	\$1.00/page
11"x17"	\$0.20/page	\$2.00/page
17"x22"	\$0.35/page	
22"x34"	\$0.40/page	

For large records requests, a deposit in the amount of ten percent (10%) of the estimated cost of providing the copies may be required.

If applicable, records made available on a partial or installment basis that are part of a larger set of requested records must be paid for as they are provided. If an installment of a records request is not paid for, claimed, or reviewed by the requestor, Mason Conservation District is not obligated to fulfill the balance of the request.



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**450 W. Business Park Road ● Shelton, WA 98584**  
**Phone: (360) 427-9436 ● FAX: (360) 427-439**

**REQUEST FOR INFORMATION**

**Section I** (To be completed by Requestor):

Type of record being requested:  Public Record  Customer Information

If customer information, is the information concerning someone other than the requestor?  
 Yes  No

Name and address of individual(s) whose records are being requested:

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(A complete Waiver Form from the affected customer(s) or a subpoena or court order must be received prior to release of the information.)

If a public record/document is requested, please list the specific title(s) of the record(s) being requested.

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Action Requested:  Inspection of Record  Copy  Other (specify) \_\_\_\_\_

Name, Address and Telephone Number of Requestor (please print):

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section II** (To be completed by the Mason Conservation District)

Request Taken:  In Person  Phone  Mail Date \_\_\_\_\_

Reason(s) for Disapproval and/or Deletions: \_\_\_\_\_

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FEE for Copying: \_\_\_\_\_

\_\_\_\_\_  
Signature of Information Officer

\_\_\_\_\_  
Date