



Public Records Requests

Public records request must be made through Mason County PUD No. 3's public records officer:

Nancy Bolender, Public Records Officer
Mason County PUD No. 3
P. O. Box 2148
Shelton, Washington 98584

Phone: 360.426.8255 extension 5206
Facsimile: 360.426.8547
E-mail: nancyb@masonpud3.org

It is encouraged that your request be in writing and it can be made using the PUD'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 PUD'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, PUD 3 will respond by either (1) providing the record; (2) acknowledging that 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 PUD 3 offices during regular business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday, excluding holidays. There is no charge for inspection.

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

Photocopies:

Black & white copies		Color copies	
8½" x 11" or 8½" x 14"	\$0.15 /copy	8½" x 11" or 8½" x 14"	\$0.25 /copy
11" x 17"	\$0.20 /copy	11" x 17"	\$0.30 /copy
17" x 22"	\$0.35 /copy	17" x 22"	\$0.45 /copy
22" x 34"	\$0.40 /copy	22" x 34"	\$0.50 /copy

Printers:

Black & white prints		Color prints	
8½" x 11" or 8½" x 14"	\$0.15 /page	8½" x 11" or 8½" x 14"	\$1.00 /page
11" x 17"	\$0.20 /page	11" x 17"	\$2.00 /page
17" x 22"	\$0.35 /page		
22" x 34"	\$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 County PUD No. 3 is not obligated to fulfill the balance of the request.

