

AFTER



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

Public Records Unit - PO Box 44632 - Olympia, WA 98504-4632
360.902.5556 Fax: 360.902.5529

August 31, 2007

JOHN SMITH
100 GREEN ST.
SEATTLE, WA

RE: Request received August 31, 2007
Business Name: STANDARD RESOURCES
Inspection Number: 123456789

Dear Mr. Smith:

We have received your public records request and are now assembling the materials you requested. We expect to mail them to you by: **September 14, 2007.**

How do I pay for my copies?

We explain our copying charges on our web site:
www.LNI.wa.gov/Main/AboutL&I/PublicDisclosure. We will attach the bill to your mailed copies. However, if your bill is for more than \$100, we will mail you the bill and send you the records after we receive your payment. We accept personal checks, money orders and cash.

May I review the entire file before you send me the copies?

If you prefer to inspect the records before deciding what you want copied, please contact me. I will schedule a time for you to visit our Tumwater office and you may place your order at that time.

Sincerely,

Mary Smith
Public Records Unit
Phone number
e-mail address



AFTER



Washington State Department of
Labor & Industries

We have received your public records request.



To make sure you receive a complete response, we will:

1. Assign your request a "Request ID" tracking number.
2. Contact you to clarify your request, if we need to.
Tip: Be clear and specific. It may take extra time if we need to contact you for a clarification.
3. Coordinate with other L&I offices to locate the records* and make copies.
4. Review each record and remove confidential or exempt information, as required by law.
5. Explain in writing our response to the item(s) you requested.
6. Make the records available to you, by:
 - Mailing them to the address you gave.
There may be a charge. See rate table below.
 - OR*
 - Scheduling an appointment for you to review the records at our Tumwater office.
At that time, you may personally review the materials and decide if you wish to purchase copies.

* Examples of records are: photocopies, photos, audio tapes and DVDs.

Do you need information about:

- Types of L&I records that are confidential?
- Washington laws that may apply to your public records request?
- L&I records available on our website?
- Washington's Public Records Act?

Visit our web site!

www.Lni.wa.gov/Main/AboutLni/PublicDisclosure

Public records rates at L&I			
Photocopy	\$0.15	Floppy disk	\$0.66
Photo reprint	\$0.20	Compact disk	\$0.12
Audio cassette	\$0.64	Microfiche	\$2.35
Video cassette	\$0.82	DVDs	\$0.55

If your order is \$100 or more, we will send you a letter with an invoice for payment. As soon as we receive your payment, we will mail you the records.

Each year, Public Records staff responds to requests for more than half a million records!

Phone: 360-902-5556 Fax: 360-902-5529 E-mail: PublicRecords@Lni.wa.gov

Mail: Public Records Unit, Department of Labor & Industries, P.O. Box 44632, Olympia, WA 98504-4632