

Kittitas County Misdemeanant Probation  
**Request for Administrative Records**  
**Pursuant to GR 31.1**

**Requestor Information:**

Printed Name: \_\_\_\_\_  
                                Last                                First                                MI

Address: \_\_\_\_\_  
                                Street                                City                                State                                Zip Code

Telephone: (   ) \_\_\_\_\_ (   ) \_\_\_\_\_ FAX: (   ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Description of Requested Record(s).** It is important to be as specific as possible as to name, location, date, and type of record requested. Please use additional sheets as necessary. —

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- [   ] This is a request to inspect the records identified above.  
[   ] This is a request for copies of the records identified above.  
[   ] Other:

Explain please \_\_\_\_\_

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**Procedures:**

(1) The Public Records Officer will make an initial response within five (5) working days from receipt of this administrative records request.

(2) The policy, procedures, and fee structure for providing records can be found on the court's webpage at <http://www.co.kittitas.wa.us/courts/lower/default.aspx>. If you would like a printed copy of the procedures, please contact the public records officer using the information noted below. The process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found within General Rule 31.1. This general rule may be found on the Washington Courts' website at [http://www.courts.wa.gov/court\\_rules/?fa=court\\_rules.list&group=ga&set=GR](http://www.courts.wa.gov/court_rules/?fa=court_rules.list&group=ga&set=GR).

(3) Please note that this request is subject to the Court rules provided, and not the Public Records Act, RCW 42.56.

**Public Records Officer:**

Patrick Gigstead, Chief Probation Officer, Kittitas County Misdemeanant Probation  
507 N Nanum Street, Suite #8  
Ellensburg, WA 98926  
Phone: 509.962.7646  
Fax: 509.962.7097  
Email: [misdprob@co.kittitas.wa.us](mailto:misdprob@co.kittitas.wa.us)

Request Received: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

By: \_\_\_\_\_