



## How to Make a Public Records Request

**Email:** Complete the [Public Disclosure Request Form](#) and email it to [publicrecordsrequests@snopud.com](mailto:publicrecordsrequests@snopud.com)

**Mail:** Complete the [Public Disclosure Request Form](#) and mail it to Snohomish County PUD, PO Box 1107, Everett WA 98206-1107, attention Teri Lapetino. If you want to hand-deliver it, we are located at 2320 California Street, Everett WA 98201.

**Fax:** Complete the [Public Disclosure Request Form](#) and fax it to 425-267-6423.

## How Long Will It Take?

It really depends on what and how much you want. It takes us at least 5 business days to figure it out. We will let you know if we need more time or need to ask you for clarification.

## How Much Will It Cost?

Photocopies .....	15¢ per page side
Special-sized copies .....	Per vendor fee schedule
Audio Tapes .....	\$2.00 each
Scanned paper documents.....	10¢ per page side
DVD/Compact Disks .....	60¢ each
Other electronic storage media .....	Per actual media costs
Postage and packaging .....	Per actual cost

(The costs for providing electronic documents vary depending on volume.)

Arrangements can be made to come to the PUD headquarters office at 2320 California Street in Everett to inspect public records during business hours of 8 a.m. to 5 p.m., Monday through Friday.