

REQUEST NUMBER 17-61

PUBLIC RECORDS RESPONSE

RCW 42.56

Complete, sign, and return this form with or without responsive records.

See BPPM 90.05 for additional information.

Washington State University

Public Records Office

Info Tech Building 3033

P.O. Box 641225

Pullman, WA 99164-1225

(509) 335-3928

wsu.pubrecords@wsu.edu

DEPARTMENT WSU PD. Maeleen Zehm, Deanne Anderson, Marci McNannay	DATE OF REQUEST February 13, 2017 RECORDS NEEDED BY February 27, 2017
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INSTRUCTIONS: The University received a Public Records Request for records meeting the following description. Please conduct a thorough search for responsive records held in the following locations: Central databases, computer hard drives, external hard drives, old hard drives on previously used computers where responsive records may have been stored, email records residing in the inbox, sent folder, archived email folders (depending on how specifically or broadly the request is written, this may include email residing in the deleted folder), CDs, flash drives, paper files, personal/home computers on which WSU work has been conducted, tablets, ipads, smart phones where WSU work has been conducted, emailed VOIP voicemail messages, and any responsive records held by third parties that WSU has used. **When conducting a search among electronic records, document the search terms used and the results of each search below, or as an attachment to this Response.**

REQUEST DESCRIPTION

Police Report 17-W0417, Auto Accident, date 1/25/17

Complete the the following fields in detail, indicating what files were searched, where they are located, the search terms used for electronic searches and the results, whether or not any responsive records were found. Attach an additional sheet if needed. Sign below and attach the Response to any responsive records for submittal. Do not mingle your records with other staff responsive records.

I searched records from the following files and locations (be specific). (Attach additional pages as needed, including search terms used and results of any electronic records search, even if no records are found.)

I am submitting the following records:

Estimate of time in hours expended to compile responsive records.

No requested records were found.

I hereby state that I conducted a diligent and good faith search of the files and records for the requested records. To the best of my knowledge, information, and belief, I have provided all such records to the University Public Records Office as of the date indicated below. I specifically state that I am aware of no other documents responsive to this Public Records Request that have not been provided. I understand that this statement will be filed with the court if an action arises and that the court will rely on this statement as truthful.

NAME OF RESPONDER (please print) _____ _____ (Department)	SIGNATURE OF RESPONDER _____	DATE OF RESPONSE _____
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