



## Public Records Search Form

<b>Name:</b>	<b>Date:</b>
<b>Name of Records Request:</b>	

Yes	No	Locations Searched	Performed by:
<input type="checkbox"/>	<input type="checkbox"/>	Local computer and all applicable file servers/department shared drives/cloud-based drives:	
<input type="checkbox"/>	<input type="checkbox"/>	Former employee(s) files searched? If yes, list names:	
<input type="checkbox"/>	<input type="checkbox"/>	Removable media such as external hard drives, USB flash drives, DVDs etc. List all media searched:	
<input type="checkbox"/>	<input type="checkbox"/>	Outlook emails and all subfolders; personal email addresses as applicable. Name(s) of all emails searched:	
<input type="checkbox"/>	<input type="checkbox"/>	Handheld devices (work and personal devices upon which agency work and communications have been performed. Devices searched:	
<input type="checkbox"/>	<input type="checkbox"/>	Other PHD internet resources such as public websites, Sharepoint, etc. Resources searched:	
<input type="checkbox"/>	<input type="checkbox"/>	Hardcopy documents and files (locations searched):	
<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify):	

**Keywords used for search:**

### Were responsive documents located?

**Yes.** If yes, how were responsive records transmitted to the Public Records Officer?

**Hand delivered**

**By email**

**Saved to folder**

Date: \_\_\_\_\_ Email address: \_\_\_\_\_ Folder name: \_\_\_\_\_

**No.** By checking "No", I verify that I have completed a thorough search for records, and report that I do not have any records that are responsive to this request.

**Time spent** (searching, compiling and reviewing): \_\_\_\_\_

**Number of pages:** Scanned \_\_\_\_\_ Printed \_\_\_\_\_

**Date search completed:** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

*This completed form will be preserved as part of the official public records file for this public records request.*

**Send completed form to: Public Records Officer, PO Box 370, Friday Harbor, WA 98250  
or email to [office@sjcphd1.org](mailto:office@sjcphd1.org)**