



**PUBLIC RECORDS SEARCH**

PRU# \_\_\_\_\_

For each Public Records Coordinator and/or Department employee/contract staff searching for records in response to Public Records Requests, fill out the information below.

\_\_\_\_\_  
 Name of person conducting search                      Location/Unit                      Date

Time spent, in increments of 15 minutes (including searching, compiling, and review): \_\_\_\_\_

**Specify the locations searched:** Listed are locations where records may likely be stored. However, the search for responsive records in any location must be completed regardless if location is listed below.

Yes	No	Search Locations
<input type="checkbox"/>	<input type="checkbox"/>	<b>Local computer</b> (e.g., C:drive, desk top, documents folder)
<input type="checkbox"/>	<input type="checkbox"/>	<b>File server/Department shares</b> (e.g., home or mapped drives such as H:/S:/ X:)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Removable Media</b> (e.g., external hard drive, USB flash drive, CD/DVD, SD card)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Email</b> (e.g., Outlook, vaulted emails)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Handheld devices</b> (e.g., cell phones, PDA's such as iPads, PalmPilots, MP3 players, iPods)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Department internet/database resources</b> (e.g., DOC public website, iDOC, SharePoint, OMNI, On Base)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Hardcopy documents</b> (e.g., paper documents, hardcopy files)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other – please specify:</b>

Yes  No      Were records scanned? If yes, how many total pages? \_\_\_\_\_

Yes  No      Were responsive records located? 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.

List any other Department employees/contract staff or locations that should be consulted.

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The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** – Official public records file