PUBLIC RECORDS SEARCH FORM

Public Records Specialist and/or Clallam County employee searching for records in response to public records requests, please fill out the information below:

Name:		Department:
PRR #:		Requestor Name:
YES	NO	LOCATIONS SEARCHED
		Local computer (C:/ drive, Desktop/Documents folders)
		All applicable file servers/department shared: (Home or mapped drives, such as H:/, J:/, K:/ etc.)
		Former employee(s) files searched: List name(s)
		Removable media: (external hard drives, USB flash drives, CD-DVD, SD Cards)
		Email: (Outlook, archived email searches are now required to be completed by all individuals who might reasonably have responsive emails.)
		Handheld devices: (cell Phones, PDA's like iPads, tablets, laptops, etc.
		Clallam County internet/database resources: (Website, SharePoint, PACS, etc.) Name of areas searched:
		Hardcopy documents (paper documents, hardcopy files, etc.)
		Archives (basement, offsite, other)
		Other locations (*home or remote office*, personal email, handheld devices, laptop) - please specify
Were Responsive Records Located?		
☐ Yes (If yes, please complete the following)		
	Ho	w were records transmitted to the Public Records Office?
		☐ Interoffice mail ☐ Delivered to Public Records Office ☐ Electronically: (choose one) ☐ GovQA ☐ K drive ☐ E-mail
		y 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.		
Does your department have any social media accounts?		
	Yes (If yes, please complete the following) \square No
	•	es, is it reasonable to perform a search on your social media accounts?
		e PRO will work directly with IT to search your department's social media if you feel a search is reasonable.) Yes Do
Do you know of any other Clallam County staff members or locations that should be consulted?		
If so, please list department and/or staff names here:		
Time Spent (including searching, compiling and review)		
	-	es Scanned
Date Search Completed		

This completed form will be preserved as part of the official public records file.