

**From:** [Leider, Mary \(SAO\)](#)  
**To:** [Eric Hood](#)  
**Bcc:** [Rose, Al \(SAO\)](#)  
**Subject:** RE: PRR re City of Tieton  
**Date:** Wednesday, October 11, 2023 9:42:00 AM  
**Attachments:** [image001.png](#)

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Dear Mr. Hood,

We have mentioned this to you before, but here is how to make a public records request to our office. This is directly from our website:

- There are three ways to file a public records request with SAO. To better help us find what you are looking for, please give as detailed a description as you can of the record you are looking for.
- Submit an online public records request form.

#### **PUBLIC RECORDS REQUEST FORM**

- Email your request to [PublicRecords@sao.wa.gov](mailto:PublicRecords@sao.wa.gov).
- Mail your request to SAO:
  - Attn: Public Records OfficerState Auditor's Office  
PO Box 40031  
Olympia, WA 98504-0031

The reason we do not use [leiderm@sao.wa.gov](mailto:leiderm@sao.wa.gov) is that is an employee email. If you use the appropriate request methods, then we can ensure that all request get processed in a timely manner. Your request will be entered and processed, but please use any of the other methods when making any requests in the future.

Sincerely,



**Mary Leider, CPRO**

Public Records Officer, [Office of the Washington State Auditor](#)  
(564) 999-0919 | [www.sao.wa.gov](http://www.sao.wa.gov)

**From:** Eric Hood <ericfence@yahoo.com>  
**Sent:** Sunday, October 8, 2023 10:30 AM  
**To:** Leider, Mary (SAO) <leiderm@sao.wa.gov>  
**Subject:** PRR re City of Tieton

External Email

***Please produce all records you received from or sent to the City of Tieton regarding audit Report No. 1025685, including any invoices, vouchers, or other records of payment.***

***Please produce any records as expeditiously as possible, even if you produce them in installments.***

***Thanks  
Eric Hood***