



Public Records Request Form

3104 E. Augusta, Spokane, WA 99207 (509) 477-4727 www.SpokaneCleanAir.org

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

I have attached _____ additional sheet(s) with this request.

I would like to:

- inspect the records at no charge (I may request copies after inspection).
- receive copies of the records after paying required copying charges. I am willing to pay up to \$_____ for those copies.

Name

Address

City, State, Zip

E-Mail Address

Sign here

Date

Mail, fax or email the completed form to:

Mary Kataoka, Public Records Officer
Spokane Regional Clean Air Agency
3104 E. Augusta Ave., Spokane, WA 99207
Fax: (509) 477-6828
Email: publicinfo@spokanecleanair.org

Five-day Response Rule:

The five day response rule begins one working date after receipt of request (RCW 42.56.520). The Public Records staff will complete your request, or provide you with an estimated completion timeline within five business days.

Limitation - Commercial Purposes:

Washington State law, RCW 42.56.070(9), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that that the lists of individuals obtained through this request for public records will not be used for commercial purposes.