



# Public Records Request Form

A Request for Public Records may be made by submitting a completed Public Records Request form to Spokane Regional Clean Air Agency’s (SRCAA) Public Records Officer. A requestor is not required to use this form. SRCAA encourages as much specificity as possible in the request to enable the staff to more efficiently locate and provide responsive records. Please send a completed Public Records Request form to the Public Records Officer, by fax, email or mail:

Public Records Officer  
Spokane Regional Clean Air Agency  
3104 E. Augusta Ave., Spokane, WA 99207  
Fax: (509) 477-6828  
Email: [publicinfo@spokanecleanair.org](mailto:publicinfo@spokanecleanair.org)  
Phone: (509) 477-4727

Requestor Name: \_\_\_\_\_

Requestor Mailing Address: \_\_\_\_\_

Requestor E-mail Address: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Describe the records you are requesting and 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 paper copies of the records after paying required charges. I am willing to pay up to \$\_\_\_\_\_.
- receive electronic copies of the records after paying required charges. I am willing to pay up to \$\_\_\_\_\_.

**Five-day Response:**  
SRCAA will respond within five business days following the receipt of a public records request. Five business days is computed by excluding the first day, and including the last, excluding holidays, Saturday and Sunday. RCW 1.12.040.

**Commercial Purposes:**  
The Public Records Act prohibits the use of lists of individuals for commercial purposes [RCW 42.56.070(8)]. 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. If a list is requested, a completed Commercial Purpose Declaration form must be submitted to SRCAA for review, along with a completed Public Records Request form.

\_\_\_\_\_  
Signature of Requestor Date