



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
 1610 S. Technology Blvd., Suite 101, Spokane, WA 99224
 Fax: (509) 477-6828
 Email: 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 _____