



**Olympic Region Clean Air Agency**  
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 Olympia, WA 98502  
 (360) 491-6308 or 1-800-422-5623  
 Fax: (360) 491-6308 www.ORCAA.org

**Public Records Act  
 Request for Public Information**

Date: \_\_\_\_\_

***Information requested by:***

Name (print): \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Information/documents requested (specify titles or names of files to be copied)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: RCW 42.56.520 Prompt responses required.**

Responses to requests for public records shall be made promptly by agencies. Within five business days of receiving a public request, an agency must respond by either (1) providing the record; (2) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to fill the request; or (3) denying the public record request.

**Please read:**

**I understand that I will be charged the amount necessary to reimburse ORCAA's cost for copying and postage. I will be charged 15 cents per copy at the time copies are made. By signing this document I declare that the information gathered will not be used for commercial purposes.**

\_\_\_\_\_ (Print Full Name)

\_\_\_\_\_ (Signature)