

# Olympic Region Clean Air Agency

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## REQUEST FOR CONFIDENTIALITY OF RECORDS

### Instructions:

- Please complete a separate request form for each document.
- You must submit two copies of any document that contains confidential information:
  - CONFIDENTIAL COPY:** The original document containing the confidential information. Write or stamp "CONFIDENTIAL" in **RED** on both the cover page and on each page that contains confidential information.
  - PUBLIC COPY:** A copy of the original document with all confidential information redacted. Only the word(s) or number(s) that are confidential may be redacted. The identifier "CONFIDENTIAL" should not be on this document. This is the public record which will be released under a public records request. If you do not provide a public version the confidential status of the request will be in jeopardy.

Note: This completed form is an open public document and may be released to any requestor.

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<b>Term of Confidentiality Claim</b> The document should remain confidential <input type="checkbox"/> Indefinitely* <input type="checkbox"/> Until _____ (date) * If, in the future, the information is no longer considered confidential by your company, it is your company's responsibility to inform ORCAA in writing of such changes.					
<b>Exemption Citation(s)</b> The following information are confidential based on the following exemption(s):					
Page #	Location on the page (e.g. Redaction #1, 2, etc; Paragraph 1, Line 2)		Exemption Citation (see below)		

### Possible Exemption Citations

**RCW 42.56.270(1)** – "Valuable formulae, designs, drawings, computer source code or object code, and research data" (Note: This exemption is only valid for 5 years from the date of document submittal.)

**RCW 70A.15.2510 Unique Process** – Confidential information that "relate to processes or production unique to the owner or operator"

**RCW 70A.15.2510 Competitive Position** – Confidential information "likely to affect adversely the competitive position of such owner or operator if released to the public or to a competitor"

