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**Northwest Clean Air Agency Regulation 106.52 – Request For Public Records**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Time and date for inspection of records: \_\_\_\_\_  
 Description of records: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that lists of individuals obtained through this request for public records will not be used for commercial purposes.

Signature: \_\_\_\_\_

FOR NWCAA USE:

Number of Copies: \_\_\_\_\_ Number of Pages: \_\_\_\_\_  
 Per Page Charge: \$ 0.15 \_\_\_\_\_ Total Charge: \$ \_\_\_\_\_

All requests made in person may be made at the NWCAA office during regular business hours, Monday through Friday, excluding legal holidays.

A request for inspection or copying of public records may be made by mail, email or fax containing the following information:

- (a) The name and address of the person making the request and the organization the person represents.
- (b) The time of day and calendar date on which the person wishes to inspect the public records.
- (c) A description of the public records requested.
- (d) A statement whether access to copying equipment is desired.
- (e) A phone number where the person can be reached in case the Control Officer or designee needs to contact the person for further description of the material or any other reason.
- (f) A signature certifying a list of individuals will not be used for commercial purposes.

All requests must be received by the NWCAA at least three business days before the requested date of inspection to allow the Control Officer or designee to make certain the requested records are available and not exempt and, if necessary, to contact the person requesting inspection.