

The Puget Sound Clean Air Agency (Agency) is committed to providing full access to public records in accordance with the Washington State Public Records Act, chapter 42.56 RCW and Agency Regulation I, Article 14, "Public Records."

The public is encouraged to view information/public records available on the website, [www.pscleanair.org](http://www.pscleanair.org), before submitting a Request for Public Record.

### How to Make a Request for Public Record

A Request for Public Record may be submitted via regular mail, e-mail, fax or verbally. Each request should include the following information:

1. Name, mailing address, e-mail address (if available), and daytime phone number of the person making the request;
2. Date and time of day of the request; and
3. Nature of the request, specifically identifying the public records being requested. The Agency encourages as much specificity as possible in the request to enable the Agency to more efficiently locate and provide the requested records.

Send a Request for Public Record(s) to the Agency's Public Records Officer, Electronic Records Administrator, or Legal Assistant:

Kyle Ponton-Welty,  
Public Records Officer  
Puget Sound Clean Air Agency  
1904 Third Avenue, Suite 105  
Seattle, WA 98101  
(206) 689-4040  
Fax: (206) 343-7522  
[recordsrequest@pscleanair.org](mailto:recordsrequest@pscleanair.org)

Ellie McVay,  
Electronic Records Administrator  
Puget Sound Clean Air Agency  
1904 Third Avenue, Suite 105  
Seattle, WA 98101  
(206) 689-4051  
Fax: (206) 343-7522  
[recordsrequest@pscleanair.org](mailto:recordsrequest@pscleanair.org)

Rob Switalski,  
Legal Assistant  
Puget Sound Clean Air Agency  
1904 Third Avenue, Suite 105  
Seattle, WA 98101  
(206) 689-4076  
Fax: (206) 343-7522  
[recordsrequest@pscleanair.org](mailto:recordsrequest@pscleanair.org)

### How the Agency Responds to a Request for Public Record

The Agency will process received requests in the order that allows all requests to be processed in the most efficient manner. A request is considered received on the date that the Agency receives it, not when the request was sent.

The Agency places a high priority on responding to public records requests in a timely manner. Within five business days of receipt of a request, the Agency will do one or more of the following:

- Make requested records available for inspection or copying
- Provide an internet address and link to the Agency's website that contains the specific requested records
- Acknowledge receipt of the request and provide a reasonable estimate of when requested records will be available
- Seek clarification of an unclear request and provide a reasonable estimate of when requested records will be available if request is not clarified
- Deny a request and cite the legal exemption(s) supporting the denial

The Agency may need additional time to respond to a request for the following reasons: to clarify a request; locate and assemble records responsive to a request; notify third persons or agencies affected by a request and provide them with the opportunity to seek a court order preventing disclosure where appropriate; and/or determine whether a record is exempt from disclosure. If a requester fails to clarify an unclear request, the Agency will close the request and let the requester know it has been closed.

The Agency may produce copies of requested records on a partial or installment basis. If an installment is not claimed or reviewed by a requester, the Agency may choose to not fulfill the balance of the request.

If a request for public record is denied, the Agency will provide a written statement specifying the reason(s) for denial, including the legal exemption being relied upon and how it applies to the record being withheld.

If you have any questions regarding a pending request, contact the Agency's Public Records Officer at (206) 689-4040 or [recordsrequest@pscleanair.org](mailto:recordsrequest@pscleanair.org).

## **How Much Does It Cost to Review Public Records**

There is no fee for reviewing agency records. The Agency provides space for requesters to review records at the Agency's office during regular office hours at a time and date mutually convenient to the Agency and the requester. The Agency is located at 1904 Third Avenue, Suite 105, Seattle, Washington, 98101. Agency office hours are Monday-Friday, 8:00 a.m.- 4:30 p.m.

For copies of agency records, there is a \$0.15 per-page fee for standard black and white photocopies and a \$0.10 per page fee for scanned copies after the first 50 pages. (The first 50 pages copied or scanned by the Agency are free). If an outside service makes the copies or scans the records, the requester is charged the fees charged by the outside service. In addition, the Agency may charge for the actual cost of making non-standard copies, including color copies and copies of over-sized documents and photographs.

Payment for records is required in advance or at the time the requestor receives the records. If a requester inspects records at the Agency's office, the requester must pay for those records at the time they receive them from the Agency. If records are mailed to the requester, payment is required in advance, and the Agency may charge for postage and the mailing envelope or container. Payment can be made in cash, by check, money order or credit card.

The Agency may require a deposit of up to 10% of the estimated cost of copying or scanning records prior to the copying or scanning any records. If records are produced in installments, the Agency may require payment for an installment before remaining installments are made available to a requester.

There is no fee for the Agency's time spent locating records or for preparing records for inspection or copying.

## **How are Public Records Organized**

The Agency finds that maintaining an index (as provided in RCW 42.56.070) for use by the public would be unduly burdensome and would interfere with Agency operations given the small size of the Agency and the high volume and types of public records generated and received by the Agency. The Agency maintains its records in a reasonably organized manner and takes reasonable actions to protect records from disorganization and damage.

## **Additional Information**

- Under the Washington State Public Records Act, the Agency is not required to answer written questions, create new public records, or provide information in a format that is different from an existing public record.
- Public records must be preserved. Therefore, public records may not be removed from a viewing area, disassembled or altered.
- Commercial use of any lists of individuals is prohibited.
- A request for a public record is a public record itself and is subject to disclosure under the Act.
- A list of exemptions related to the inspection and copying of certain public records is located in Appendix C at: <http://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-Records-Act.pdf.aspx?ext=.pdf>