



# Request for Access to Public Records

1. Please identify the public record(s) you would like to inspect or have copied and indicate which you would prefer (inspect or copy):

---

---

---

---

---

---

Inspect and then possibly request copies       Obtain Copies

2. If your request is for a list of individuals, will the list be used for commercial purposes?

Yes     No

**The following question is optional. If you do not wish to provide your contact information, please indicate how you would like us to contact you when your records are ready for inspection or pick up.**

3. What is your name, mailing address, email address and/or telephone number?

---

---

---

---

4. Date and time of request: \_\_\_\_\_

Please email this completed form to [contact@cascadewater.org](mailto:contact@cascadewater.org), or mail to:

Public Records Officer  
Cascade Water Alliance  
520 112<sup>th</sup> Ave NE, Suite 400  
Bellevue WA 98004

Cascade Water Alliance is committed to providing the fullest assistance possible in providing access to its public records and will respond to this request no later than 5 business days after receipt, not counting the day it is received. If additional time is needed to respond, you will be informed of this at that time. Additionally, it may be that some of the records you requested are partially or totally exempt from disclosure. In that event, the response would identify the exemption that applies and explain why the exemption is applicable to the record requested.