



# BENTON CLEAN AIR AGENCY

526 S. Clodfelter Road  
Kennewick, WA 99336

Phone: (509) 783-1304 -- FAX: (509) 783-6562  
E-mail: [email@bcaa.net](mailto:email@bcaa.net) Internet: <http://bcaa.net>

## REQUEST FOR PUBLIC RECORDS

Requestor			
Name			
Company (if applicable)			
Address, City, State & Zip			
Phone Number		Fax Number	

Public Record(s) or Information Requested <i>Please be as specific as possible. Attach additional sheets as necessary.</i>
Item 1:
Item 2:
Item 3:
Item 4:

Will these records be used in a lawsuit against the Benton Clean Air Agency (BCAA) or its employees? .....  YES  NO

I, the Requestor named above, understand that this public record request is made in accordance with Revised Code of Washington (RCW) 42.17. Within five business days of receiving this request, the BCAA will respond by 1) providing the materials in the request, 2) acknowledging that the BCAA has received the request and provide an estimate of the time needed to respond to the request, or 3) denying the public record request. I understand that I will be charged as fee (as applicable), according to BCAA Regulation 1, Sec 10.04:

- Fifteen cents (\$0.15) per photocopy
- Ten dollars (\$10.00) per copy of audio or video
- Other charges as determined by the Control Officer
- Twenty dollars (\$20.00) per hour of staff time
- Actual cost of postage or shipping

Checks or money orders are payable to the Benton Clean Air Agency. Cash can be received in the office, but please do not send cash. Sorry, credit cards are not accepted.

\_\_\_\_\_  
REQUESTOR'S SIGNATURE                      DATE

-----OFFICE USE ONLY-----

Quantity	Description	Unit Cost	Cost
<b>TOTAL</b>			<b>\$</b>

DATE Fee Received: \_\_\_\_\_ Amount: \_\_\_\_\_

BCAA Authorization/Date: \_\_\_\_\_