



Request for Access to Public Records

The public record you are seeking may be posted online at cascadewater.org. Please consider reviewing before submitting a request.

Requestor Information

Name: _____

Email: _____ Phone Number: _____

Email is Cascade's preferred way to communicate and the quickest method of service.

How would you like us to communicate with you? Email Phone US Mail*

*If you selected US Mail, please provide your mailing address:

Street Address City State Zip

General Records Request

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

(you may attach a sheet if you require more space).

Inspect Digital Copy Printed Copy

Type of Record: Permit Contract Email Video Other: _____

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

Yes No

Date Range: _____

Date and Time of Request: _____

Please email this completed form to contact@cascadewater.org, or mail to:

Public Records Officer
Cascade Water Alliance
11400 SE 8th Street, 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. As authorized under RCW [42.56.120](#), Cascade may impose costs for copying or producing public records according to its fee schedule or as otherwise allowed under the Public Records Act.