Suggestions on how to write your request:

**Do’s**

* Include a date frame- this narrows the search perimeters resulting in less records to process minimizing time.
* Specify if you want email communications, stand-alone documents, or both.
* Stipulate if you seek notifications, reminders, auto replies or daily/weekly work product reports.
* Provide the search terms you believe would capture the records you seek.
* Itemize multiple items requested.
* Stipulate if you want unindexed or partially indexed items. (uncommon)

(e.g.: Encrypted documents in email, password-protected emails (a common scenario) like S/MIME encrypted emails, unsupported file types, a file is encrypted with non-Microsoft technologies, the file type is unrecognized or unsupported for indexing, messages have an attached file without a valid handler, such as image files; this is the most common cause of partially indexed email items, the file type is supported for indexing but an indexing error occurred for a specific file, too many files attached to an email message and a file attached to an email message is too large.)

**Don’ts**

* Refrain from using language such as “any and all” or “included but not limited to”. When asking for all, the system will produce a voluminous number of records that may or may not be responsive to your request and contains duplicate records. The public records staff must review each and every record thoroughly, which can lengthen the time to fulfill the request.
* Do not omit contact information. We work directly with the requestors to ensure their requests are fully satisfied.

**What to expect**

* Public records specialists review approximately 2,000 records monthly per request. Therefore, a request with 40,000 records could take up to 20 months to complete.
* On average, a request’s search results in approximately 50,000 records for review, not including the unindexed items. Installments of records are typically provided every 30 days until the request is fulfilled.
* Pursuant to [RCW 42.56.120](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.120), WaTech charges for the fulfillment of public records requests.
* Records and communications are provided electronically unless specified. Requestors need to be aware of their email providers spam filtering policies. Communications may be flagged as spam.

**Instructions on how to submit your request.**

* Fill out form in its entirety.
* Explain in detail the records requested.
* Submit to WaTech Public Records via:

|  |  |  |
| --- | --- | --- |
| **Email** | **Mail** | **In person** |
| [Publicrecords@watech.wa.gov](mailto:Publicrecords@watech.wa.gov) | Attn: Public Records/Records Mgmt. Unit  WaTech  PO Box 41454  Olympia, WA 98501 | 1500 Jefferson Street SE  Olympia, WA 98501 |

Date Submitted: Click or tap here to enter text.

Name of Requestor: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Type of Requestor (check one):

Individual

Media

Government

Attorney

Business

Request detail: Click or tap here to enter text.