

# Request a Public Record

Public records requests may be made in writing, by email, phone, or fax to the Public Records Officer at:

Public Records Officer  
Karen Pendleton  
County Road Administration Board  
2404 Chandler Court SW, Ste 240  
PO Box 40913  
Olympia, WA 98504-0913  
[admin@crab.wa.gov](mailto:admin@crab.wa.gov)

Ph: (360) 753.5989  
Fx: (360) 350.6094

Business hours: 8:00 AM to 5:00 PM (Pacific Time)

Please include the following so that we can respond or contact you to ask for clarification if necessary:

1. Your name, address, and telephone number or e-mail address.
2. A description of the record(s) requested.

## How long will it take?

Within five business days of receiving the request, the County Road Administration Board will respond and either:

- Make the requested record(s) available;
- Make a portion of the records available in installments as they are assembled;
- Deny the request; or
- Acknowledge the request and provide a reasonable estimate of time needed to respond.
- Charges- CRAB will notify you of any charges which may include costs of copying paper records, cost of CD or DVD.

## Other link

- [Washington State Register Public Records Officers List](#)