



How long will it take? Within five (5) 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 (if any)- CRAB will notify you of any charges which may include costs of copying paper records, cost of CD or DVD

For further information about our policy, please refer to [WAC 136-03-040](#) (Public Records)

(1) Website records: Persons seeking public records of the county road administration board under the act are strongly encouraged to, before submitting a records request, first review the board's website at www.crab.wa.gov.

(2) Public Records Act requests: Public Records Act requests to the board must be submitted only to the public records officer in the Olympia office, in one of the following ways:

Online form: www.crab.wa.gov/

Email: publicrecords@crab.wa.gov

U.S. Mail, delivery, in-person:

County Road Administration Board

2404 Chandler Ct. SW, Suite 240

Olympia, WA 98502

Requestors are strongly encouraged to submit requests in writing. The board accepts in-person requests at the Olympia office during normal office hours, 9:00 a.m. to noon and 1:00 p.m. to 3:30 p.m. Monday through Friday, excluding holidays and days the agency is closed. If the agency receives an oral request, the agency will reduce the request in writing and verify in writing with the requestor that it correctly memorialized the request.

Communications seeking agency records, but which are sent or provided to unauthorized staff will not be accepted as or processed as Public Records Act requests. The agency will process such communications as general informal inquiries, general correspondence, general requests for information, or discovery, as appropriate. The requestor may resubmit their request to the public records officer.

Public Records Officer

Jason Bergquist

2404 Chandler Court SW, Suite 240

Olympia, WA 98502

E-mail: Publicrecords@crab.wa.gov

Phone: (360) 753-5989