



<b>OFFICE USE ONLY Tracking Number</b>	<b>Date of Request:</b>
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**Name of Requestor:**

**Phone:**

**Email:**

**Address:**

**I prefer to receive records  
in the following format:**

**Electronically (email, CD, USB thumbdrive)  
Paper copies (.15 cents a copy for requests that exceed 20 pages)  
Schedule an appointment for record inspection**

**Records sought (provide an adequate identification/description of the records to aid in locating them):**

WSIB reserves the right to determine that a public record requested is exempt, in whole or in part, under the provisions of chapter 42.56 RCW or other applicable provision of law. Financial and commercial information supplied to the WSIB related to the investment of public trust or retirement funds the disclosure of which would result in loss to the trust funds or private loss to the providers of the information is exempt under RCW 42.56.270(6). In addition, there are exemptions outside the Public Records Act that restrict the availability of some documents held by WSIB for inspection and copying; to include, but not limited to, Chapter 19.108 RCW (Uniform Trade Secrets Act) and RCW 5.60.060 (attorney-client privilege). WSIB reserves the right to delete identifying details when it makes available any public record in cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.56 RCW. The WSIB is prohibited by statute from disclosing lists of individuals for commercial purposes pursuant to RCW 42.56.070(9).

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