



REQUEST FOR PUBLIC RECORDS

Name of Requester: _____

Email: _____

Phone Number: _____

Address: _____

SEND TO:

Email: RecordsOfficer@biia.wa.gov

OR Board of Industrial Insurance Appeals
Public Records Unit
2430 Chandler Ct SW
PO Box 42401
Olympia WA 98504-2401

RECORDS REQUESTED

Provide as many details as you can about the records you are requesting. *When possible*, please include the following information:

- Name(s) involved (Individuals, Parties, etc.)
- Docket or Claim number(s)
- Timeframe(s) (date/year to date/year)

Description of Record(s):

I understand that the agency has five (5) business days after receiving a public records request to respond.

Signature: _____ Date: _____

(not required if emailing this request)

All State agencies are required to hold and destroy records according to a general retention schedule and specific agency retention schedule. **These schedules offer an overview of the types of records held by the agency.** The link below will take you to the State Government General Records Retention Schedule and the Board of Industrial Insurance Appeals Records Retention Schedule.

[State Government Records Retention Schedules - WA State Archives - WA Secretary of State - Washington State Archives](#)