

About public disclosure records requests

Washington State law [RCW 42.56](#) requires all agencies to respond to requests for public records in a timely manner and in an acceptable way. Records that are created by the department during the course of business are considered public records. The term "public records ([RCW 42.56.010\(3\)](#))" applies to any record, no matter the media, including electronic.

A request should contain the following information:

- Name, address and telephone number or email address of the person requesting the record
- Date on which the request is being made
- Description of the record(s) requested

How to request records

To obtain public records from the Washington State Potato Commission you can submit your request in one of these ways:

1. Email: office@potatoes.com
2. Mail to:

Washington State Potato Commission

Attn: Public Records Officer

108 S Interlake Road

Moses Lake, WA 98837

How we'll respond to your request

Within 5 business days of receiving the request, as required by law, the Governor's Office will respond in one of the following ways:

1. Provide the record(s); or
2. Make a portion of the records available in installments; or
3. Acknowledge your request and give you a reasonable estimate of how long it will take to respond; or
4. Ask for clarification if the request is unclear; or
5. Deny the request in writing, stating the reasons for the denial (this could also include a denial of part of your request and granting the remainder). By statute, [RCW 42.56.520](#), the department must cite the specific exemption that applies.