Policy: Records Request

Approved: Adopted December 2013

Purpose: The Council shall comply with the Public Records Act by providing records requested in accordance with RCW 42.14.250-.348 including written procedures for handling requests.

Procedures:

1. The Council’s Records Request Procedures & Form shall be publicized on the regional website and be available in the regional office during regular business hours.
2. All Regional Council employees shall accept records requests made in person at the regional council office, by mail or by FAX. **Requests will not be accepted by phone.**
3. All records requests forms must be date stamped upon receipt at the Regional Council office.
4. Requestors should complete the “Public Records Request” form. (See Appendix: Request for Public Records Form) All records requests must be accompanied by a request form. The description of the records request should be as precise as possible.
5. If the record is unknown, obscure, or the employee is not certain of the appropriate response, they may communicate with the requestor to clarify the request. Communication for clarification purposes should be memorialized in written form, date stamped, and maintained with the request.
6. The Executive Director and any member of the Regional Council Executive Board will be responsible for the release of requested records.
7. The Council shall respond to each request within five (5) business days after the request was received. The response may:
	1. Allow full access to the requested record(s).
	2. Deny access. If so, the following process shall be used:
		1. Any denial shall be in writing;
		2. The writing shall identify the type of record being withheld, the date it was created, the author of the record, the recipient(s) of the record, and the number of pages withheld;
		3. Any denial shall cite the statutory basis for the denial; and
		4. Any denial shall give a brief explanation of how the exemption applies to the requested record(s).
	3. Allow access with exempt information deleted or redacted. Deleted or redacted portions of the disclosed records must be identified in written form and retained in a secure location.
	4. Give a reasonable estimate of the time required to complete the response. Additional time may be needed to respond based upon the need to:
		1. Clarify the request;
		2. Locate and assemble the records requested;
		3. Notify third-parties or agencies affected by the request; or
		4. Determine whether any of the information is exempt and whether a denial should be made as to all, or part of the request. No denial shall be made without the input of the Council Executive Board.
8. A copy of the original will be returned to the requestor when the request is complete and the original of the form, along with any supporting documentation, shall be filed at the Regional Council office.
9. Records may be reviewed inside the Regional Council office during normal business hours without charge. If copies are requested, requestor must pay the actual per page cost. No cash will be accepted. Payment by check or credit card only.