



PUBLIC RECORDS REQUEST POLICY

Adopted 10/08/2024; amended 06/12/2024

REQUESTING PUBLIC RECORDS

Jefferson County Library District (JCLD) records are available for public inspection or duplication in accordance with RCW 42.56 Public Records Act. To request public records, complete the form on Page 2 and email to publicrecords@jclibrary.info.

FULFILLMENT OF PUBLIC RECORDS REQUESTS

JCLD acknowledges receipt of records requests within five (5) business days of receipt. Acknowledgements include reasonable estimates of fulfillment timelines and any applicable copying charges.

INSPECTION

Public records are available for inspection by appointment at the Jefferson County Library District administrative offices in Port Hadlock, WA, Monday through Friday, 8:00am – 5:00pm, excluding legal holidays or upon official closure of the facility. To schedule an appointment, email publicrecords@jclibrary.info.

COPYING

JCLD has adopted the state statutory default copying charges detailed in RCW 42.56.120, which are subject to change without written notice.

As of June 2024 state default charges include:

- 15 cents/page for photocopies or printed copies of electronic records;
- 10 cents/page for records scanned into electronic format;
- 5 cents for every four electronic files or attachments uploaded to an email, cloud storage services or other electronic delivery system;
- 10 cents/gigabyte for transmitting records electronically;
- The actual cost of the digital storage media/device, container used to mail the copies, and postage or delivery charges;
- A customized service charge for requests that would require information technology expertise to prepare data or provide customized electronic access.

DENIAL OF PUBLIC RECORDS REQUESTS

JCLD reserves the right to deny requests for public records under provisions of the Public Records Act. If a document is exempt from disclosure, JCLD will specify the reason for the exemption.

PRIVACY OF LIBRARY RECORDS

JCLD reserves the right to redact patron information based on RCW 42.56.310. Law enforcement requests to inspect library records must include a search warrant from Jefferson County Superior Court.



LIBRARY
DISTRICT

TO: JCLD Public Records Officer

Dr. Tamara Meredith
620 Cedar Ave.
Port Hadlock, WA 98339
360-385-6544
publicrecords@jclibrary.info

Pursuant to RCW 42.56 Public Records Act, I request to inspect the following records:

To help JCLD locate records, quickly, please be as specific as possible; for example, include document titles, names, dates, etc.

Under RCW 42.56.070(8), Washington State does not give agencies authority to give, sell, or provide access to lists of individuals requested for commercial purposes. Such use may violate the rights of the individuals named and the undersigned may be liable for damage.

By signing below, you certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

Name (print): _____

Address: _____

City, ST, Zip: _____

Phone: _____

Email: _____

Preferred contact method
(select one):

Mail

Phone

Email

Signature: _____

Date: _____