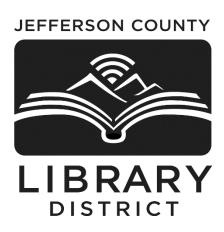
PUBLIC RECORDS REQUEST FORM

When complete, return form to:

Public Records Officer
Jefferson County Library District
620 Cedar Ave.
Port Hadlock, WA 98339

Or email to: publicrecords@jclibrary.info



Address:	Name of Requestor	r:			
City: State: Zip: Phone: Email Address: Pursuant to Washington State Law, RCW 42.56, I request inspection of the following records: Title of Record(s) (if known): Date of Record(s) (if known): Please describe below the records you are requesting and any additional information that will hele us locate them for you as quickly as possible The District will respond within five (5) business days acknowledging that your request has been received. I understand that there may be charges for duplication of these requested records. (See attached Fee Schedule for more information) I wish to receive copies/duplicates of the records indicated aboveYes No If the requested records are exempt from public disclosure, I understand that the Public Records Officer will provide the specific reason for the exemption.					
Email Address:	City:	State:	Zip:	Phone:	
Title of Record(s) (if known):					
Date of Record(s) (if known):	Pursuant to Washir	ngton State Law, RC	CW 42.56, I re	quest inspection of the	following records:
Date of Record(s) (if known):	Title of Record(s) (if	f known):			
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Officer will provide the specific reason for the exemption.	I wish to receive co	pies/duplicates of t	the records ir	dicated aboveYes	No
Signature:Date:	•	•	•		at the Public Records
	Signature:			Date:	

RCW 42.56 prohibits the use of lists of individuals for commercial purposes. If you are requesting a list of individuals, please also complete the Commercial Purpose Declaration Form.

PUBLIC RECORDS - COPY FEE SCHEDULE

For reasons stated in Resolution No. 24-10, adopted by the Boad of Trustees on 08/14/2024, and incorporated herein by reference, the District finds that it would be unduly burdensome and would interfere with District operations to calculate all actual costs for providing records. Instead, fees for paper or electronic copies will be charged pursuant to the state statutory default copying charges detailed in RCW 42.56.120:

- 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 service, 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.

At their discretion, the Public Records Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

COMMERCIAL PURPOSE DECLARATION

PUBLIC RECORDS REQUESTS UNDER RCW 42.56 FOR LISTS OF INDIVIDUALS

You, your organization, or business has requested a list of individuals from a public agency.

The Washington State Public Records Act (PRA) at RCW 42.56.070(8) directs that:

This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell, or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief law clerk of the house of representatives shall not do so unless specifically authorized or directed by law: PROVIDED, HOWEVER, that lists of applicants for professional licenses and of professional licensees shall be made available to those professional associations or educational organizations recognized by their professional licensing or examination board, upon payment of a reasonable charge therefor: PROVIDED FURTHER, that such recognition may be refused only for a good cause pursuant to a hearing under the provisions of RCW 34.05, the Administrative Procedure Act.

The PRA at RCW 42.56.080 authorizes agencies to require a requester to provide information as to the purpose of a request "to establish whether inspection and copying would violate RCW 42.56.070(8)."

INSTRUCTIONS:

In order to ensure compliance with this obligation please complete the declaration on the reverse of this form and return it to the Public Records Officer. If our agency does not receive a completed declaration, we will be unable to process your request for the list and the request for the list will be administratively closed. If we have questions for you after you complete the declaration, we will contact you. Therefore, make sure you also provide contact information at the bottom of the declaration.

Return this completed declaration form (both sides) via mail or email to the Public Records Officer at:

Jefferson County Library District
Attention: Library Director/Public Records Officer
620 Cedar Ave.
Port Hadlock, WA 98339
publicrecords@jclibrary.info

This declaration is a public record.

DECLARATION UNDER PENALTY OF PERJURY

