



## REQUEST FOR PUBLIC RECORDS POLICY

Adopted 10/08/2014

Jefferson County Library records are available for public inspection and duplication as provided by [RCW 42.56 Public Records Act](#). The request to inspect or copy public records may be made using the [Public Records Request](#) form (available at the library or via the library website [www.jclibrary.info](http://www.jclibrary.info)), or in writing and addressed to the library director who serves as the library's Public Records Officer.

Written requests should include:

- (a) Name and address of requestor;
- (b) Other contact information, including telephone number and/or email address;
- (c) Identification of the public records adequate for the Public Records Officer or designee to locate the records;
- (d) Whether the requestor seeks to inspect the records, receive a copy of them, or inspect the records first and then consider selecting records to copy; and
- (e) The date of the request.

Within five (5) business days of receipt of the request, the Public Records Officer or their designee will notify the requestor if records are available for inspection or if additional time is needed to gather the documents.

Public records are available for inspection by appointment during administrative office hours of the library, Monday through Friday, 8:00 am to 5:00 pm.

If requested, the library will provide duplicate copies of public records for a fee of 15 cents per 8-1/2 x 11 inch page. If the library has to use an outside vendor to duplicate records, the requestor is responsible for payment of associated fees. Envelopes, packaging and postage are charged at the actual costs of those supplies or postage. Costs for electronic copies will be for the actual cost of materials, such as a CD. There is no charge for e-mailing electronic records to a requester.

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

In addition, the library reserves the right to redact patron information based on [RCW 42.56.310](#): *“Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.”*

Once all copies of requested records have been provided to the requestor, the requestor has reviewed the records, or 30 days have passed since the requestor was notified that the records were available and the requestor has failed to contact the Public Records Officer to arrange for review of those records or for payment for copies, the Public Records Officer shall close the records request and re-file the assembled records.

The library maintains a record to identify which documents were provided to a requestor and the date of production.

The library is prohibited from disclosing lists of individuals for commercial purposes based on [RCW 42.56.070](#).