

Public Records Disclosure

Approved January 11, 2017

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Section 1. Requirement

In accordance with RCW 42.56.070, which requires: (1) each agency to make available for inspection and copying nonexempt “public records” in accordance with published rules. The act defines “public record” to include any “writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained” by the agency. (2) requires each agency to set forth “for informational purposes” each law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

The purpose of these rules is to establish the procedures the Tonasket Parks and Recreation District (District) will follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the District and establish processes for both requestors and District staff that are designed to best assist members of the public in obtaining such access.

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The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the act, District will be guided by the provisions of the act describing its purposes and interpretations.

Section 2. Authority and Responsibility

The District is a metropolitan park district formed pursuant to chapter 35.61 RCW.

Any person wishing to request access to public records of the District, or seeking assistance in making such a request should contact the Public Records Officer (PRO):

PRO: Kathleen Thompson

PO Box 326

Tonasket, WA 98855

Email: kthompson@tonasketparks.org

Information is also available at the District web site at www.tonasketparks.org

The PRO will oversee compliance with the act but another board member may process the request. Therefore, these rules will refer to the PRO "or designee." The PRO or designee and the District will provide the "fullest assistance" to requestors; create and maintain for use by the public and District officials an index to its public records; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the District.

Section 3. Availability of Public Records

3.1 Hours for Inspection of Records

Whereas the District does not have a permanent physical office, public records are available for inspection upon request at a mutually agreeable location within a reasonable amount of time following the request.

3.2 Organization of Records

The District maintains its records in a reasonably organized manner. The District will take reasonable actions to protect records from damage and disorganization.

3.3 Making a Request for Public Records

Any person wishing to receive a copy of public records of the District should make the request in writing by letter, or email addressed to the PRO and including the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any email address;
- Identification of the public records adequate for the PRO or designee to locate the records; and

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- The date and time of day of the request.

If the requestor wishes to have paper copies made instead of receiving the documents electronically, he or she should indicate and make arrangements to pay for copies of the records. Photocopies will be provided at \$0.15 per page and can be raised as costs for photocopying increase.

Section 4. Processing of Public Records Requests—General

4.1 Providing “Fullest Assistance”

The District is charged by statute with adopting rules which provide for how it will “provide full access to public records,” “protect records from damage or disorganization,” “prevent excessive interference with other essential functions of the agency,” provide “fullest assistance” to requestors, and provide the “most timely possible action” on public records requests. The PRO or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

4.2 Acknowledging Receipt of Request

Within five business days of receipt of the request, the PRO will do one or more of the following:

1. Acknowledge the request;
2. Send requested documents via email;
3. If paper copies are requested and payment for the copies is made or terms of payment are agreed upon, send the copies to the requestor;
4. Provide a reasonable estimate of when records will be available; or
5. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The PRO or designee may revise the estimate of when records will be available; or
6. Deny the request.

See Attachment A for letter of response.

4.3 Protecting Rights of Others

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those persons to take such action as they deem necessary to protect their interests. The notice to the affected persons will include a copy of the request.

4.4 Records Exempt from Discourse

Some records are exempt from discourse, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the PRO will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not

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exempt, the PRO will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

4.5 Inspection of Records

1. Whereas the District does not have a permanent physical office, public records are available for inspection upon request at a mutually agreeable location within a reasonable amount of time following the request.
2. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.
3. The requestor must review the assembled records within forty-five days of the District's notification to him or her that the records are available for inspection. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to review the records. If the requestor or a representative of the requestor fails to review the records within the forty five-day period or make other arrangements, the District may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

4.6 Providing Copies of Records

1. After inspection is complete the PRO or designee shall make the requested copies.
2. The requestor must claim the assembled records within thirty days of the District's notification to him or her that the records copies are available. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim the records. If the requestor or a representative of the requestor fails to claim the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

4.7 Providing Records in Installments

When the request is for a large number of records, the PRO or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the PRO or designee may stop searching for the remaining records and close the request.

4.8 Completion of inspection

When the inspection of the requested records is complete and all requested copies are provided, the PRO or designee will indicate that the District has completed a diligent search for the requested records and made any located, non-exempt records available for inspection.

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4.9 Closing Withdrawn or Abandoned Request

When the requestor either withdraws the request or fails to fulfill his or her obligations to pay for the requested copies, the PRO will close the request and indicate to the requestor that the District has closed the request.

4.10 Later Discovered Documents

If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

Section 5. Costs of Providing Copies of Public Records

5.1 Costs for Documents Sent Electronically

There is no fee for documents sent via email. The District charges \$0.15 per page for a photocopy of a record selected by a requestor.

Before beginning to make copies, the PRO or designee may require payment for the costs of copying all records selected by the requestor. The District will not charge sales tax when it makes copies of public records.

5.2 Costs for Electronic Records Not Provided by Email

The cost of electronic copies of records shall be \$1.00 per CD.

5.3 Costs of Mailing

The District may also charge actual costs of mailing, including the cost of the shipping container.

5.4 Payment

Payment may be made by cash, check, or money order to Tonasket Parks and Recreation District.

Section 6. Review of Denials of Public Records

6.1 Petition for Internal Administrative Review of Denial of Access

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the PRO for a review of that decision. The petition shall include a copy of or a reasonably identifiable written statement by the PRO or designee denying the request.

6.2 Consideration of Petition for Review

The PRO shall promptly provide the petition and any other relevant information to the PRO's supervisor or the other District official designated by the District to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two

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business days following the District's receipt of the petitions, or within such other time as the District and the requestor mutually agree to.

6.3 Judicial Review

Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Attachment A

Letter of response

Tonasket parks and Recreation District

Date
John Doe
123 Anywhere St.

Dear Mr. Doe

The Tonasket Parks and Recreation District is in receipt of your request for public records received in this office on (Date), requesting (Document(s)). Below is the determination on your request:

Requested documents are attached.

Requested documents are ready for inspection.

Requested documents are ready for pick-up

Need time to locate documents: Estimated date documents will be ready: _____

Denied: Reason: _____

Unable to Locate

If you do not receive a complete response within two weeks, please contact me at (email).

Sincerely yours,

Kathleen Thompson

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Public Records Officer