

REQUEST TO INSPECT PUBLIC RECORDS KING COUNTY LIBRARY SYSTEM

INSPECTION OF PUBLIC RECORDS POLICY AND PROCEDURE

PUBLIC RECORDS AVAILABLE

KCLS public records are to be available for public inspection and duplication, except as otherwise provided by RCW 42.56.001 - 42.56.904. The following policy and procedures set forth the process for determining the availability of records for public inspection and copying.

OFFICE HOURS

Public records are available to the public for inspection and copying at the KCLS Service Center, 960 Newport Way NW, Issaquah, WA 98027, from 9am-Noon and from 1-4pm, Monday through Friday, excluding legal holidays or upon official closure of the facility.

REQUESTS FOR PUBLIC RECORDS

Any public record may be obtained by members of the public by using the following procedures:

- Complete a Request to Inspect Public Records form that is available at any community library and the KCLS Service Center, 960 Newport Way NW, Issaquah, WA 98027.
- The request includes the following information:
 - The name, address and telephone number of the person requesting the record;
 - The time of day and calendar date on which the request was made;
 - The nature of the request; and
 - An appropriate description of the record requested including the document name, if the document is listed in the current KCLS public records index

COPYING

No fee will be charged to inspect public records. KCLS will charge a fee of 15 cents per page of copy for providing copies of public records and for use of KCLS' copying equipment. If KCLS has to pay an outside source for making duplicates of records such as photographs, blueprints or tape recordings, KCLS will pass such costs on to the requestor.

EXEMPTIONS AND DENIALS OF REQUESTED PUBLIC RECORDS

- KCLS reserves the right to determine that a public record requested in accordance with the procedures outline above is exempt under the provisions of the law.
- In addition, KCLS reserves the right to delete identifying details when there is reason to believe that disclosure would be an invasion of personal privacy.
- The library will fully justify in writing any withholding - in whole or in part - of any requested records.

**REQUEST TO INSPECT PUBLIC RECORDS
KING COUNTY LIBRARY SYSTEM**

TO: Bill Ptacek, Director/Public Records Officer or his/her designee
KCLS Service Center
960 Newport Way NW
Issaquah, WA 98027

Pursuant to RCW 42.56.001 - 42.56.904, I request inspection of the following records in your office: (Please provide any information that will help us locate them for you as quickly as possible. Use appropriate document title and date and appropriate index title, if known.)

The Library shall respond to all public document requests within five business days or sooner, or within five business days acknowledge receipt of the request and explain why more time is needed for a full response.

If any material contained in this request is exempt from disclosure, I understand you will provide the name of the document and the specific reason for the exemption.

Washington State law, RCW 42.567.070(9), prohibits the use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes, I may violate the rights of the individuals named and I may be liable for damages.

I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

Name of requester (printed): _____

Address: _____

Phone Number: (____) _____ - _____

Requester Signature: _____

Date and Time of Request: _____ / _____ / _____ _____ AM PM