

Walla Walla County Rural Library District Public Records Request Policy

Purpose

To comply with [RCW Chapter 42.56](#), the Public Records Act. Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the Walla Walla County Rural Library District (WWCRLD). The Library District reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time.

This policy is available at the Library District (contact the Executive Director and/or Public Records Officer Designee) and on the Library District's website.

Procedure for Requesting Records

1. Requests to the Public Records Officer:

All requests must be directed to the Executive Director or Designee. Requests may be in writing or email to:

Executive Director
37 Jade Street
Walla Walla, WA 99362

Email: publicrecordsofficer@wwcrlid.org

2. Inspection location:

Documents are available for inspection during the customary office hours (9am to 4pm Monday-Friday) of the Administrative Center:

37 Jade Street
Walla Walla, WA 99362

All requests for inspection and copying of documents must be made to the Executive Director or Designee.

3. Requests for copies:

Requests for copies of documents should be made in writing or in email using the Request for Public Records form and filling out all required fields including signature of the requester.

4. Oral request:

If an oral request is made, library staff will document the request in writing and forward the writing to the Executive Director or Designee.

5. Library District response to records request:

The Library District will respond to all Public Records Act requests within five (5) business days, in compliance with [RCW 42.56.070](#). A response to the Requester may include (a) notifying the requester that the documents are available for inspection or copying, (b) acknowledging the request in writing and providing a reasonable estimate of the time the Library District will require to respond to the request, (c) seeking clarification from the Requester, (d) identifying the physical location or internet site where the documents are available to the public, or (d) denying the records request in accordance with Section 8 of this Policy.

6. Installments:

When a records request is for a large volume of records, the Library District may elect to provide records on an installment basis. If a Requester does not contact the Public Records Officer within 15 days to arrange for the review of the first installment, the Library District may deem the request abandoned and stop fulfilling the remainder of the request.

7. Non-response:

If the Library District does not respond in writing within five (5) business days of receipt of the request for disclosure, the person seeking disclosure shall be entitled to considering the request denied and petition to the Executive Director.

Denial of request petitions must be in writing. Petitions must include the statement of the Executive Director or Designee denying the records request. The Executive Director will review the petition and respond in writing within two (2) business days. Upon review by the Executive Director, should the record further be considered exempt in accordance with Section 8 of this Policy, the request shall be considered concluded.

8. Exemptions:

Documents or portions of documents may be withheld from disclosure under Washington law. These exemptions from disclosure include:

8.1 Library District Records of Individual Users and Law Enforcement Requests. Any Library District record subject to [RCW 42.56.310](#), as interpreted by the Library District's Confidentiality of Library Records Policy, is exempt from disclosure and will not be released under the Public Records Act.

8.2 Public Records Act Exemptions. The Public Records Act exempts several categories of documents and records from disclosure under [RCW 42.56.210](#) et seq. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

8.3 Other Exemptions. In addition to the exemptions provided under the Public Records Act, Washington provides a number of additional exemptions. A non-exclusive list of these exemptions is available at:

<http://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/PublicRecordsAct.pdf.aspx?ext=.pdf#page=67>.

Documents falling into any exemption recognized by Washington statute, or otherwise under local, state or federal law, may be withheld under the Public Records Act.

9. Third Party Rights:

If a public record contains personal information that identifies any individual or organization other than the subject of the requested public record, the Walla Walla County Rural Library District may, at its discretion, notify that individual or organization to allow the third party to seek relief pursuant to [RCW 42.56.540](#). The District may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under [RCW 42.56.540](#) to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

10. Charges:

In compliance with [RCW 42.56.120](#), no fee is charged for inspection of documents. Fees for paper or electronic copies will be charged in accordance with the Library District's Ancillary Services Policy. In addition, non-standard copies or items will be provided at actual cost, including the charge for staff time necessary for making such copies, at a rate of \$25.00 per hour. For example, copying photographs, maps, or large architectural or engineering drawings may require special treatment and incur charges for non-standard copying.

At its discretion, the Library District may, as a condition of fulfilling the request, require the Requestor to make a deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library District may charge for each installment.

If charges related to copying have not been paid by the Requester, the Public Records Officer may withhold the relevant documents from disclosure until outstanding fees are paid by the Requester.

12. Loss of right to inspect:

Inspection shall be denied and the records withdrawn by Executive Director or Designee if the requester, when reviewing records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the Library District.

13. Board agendas:

The current month's Agenda Packet as well as resolutions and adopted minutes of previous meetings of the Board of Trustees are available for inspection:

- a. At the desk of the Executive Director by Friday of the preceding week of the Board of Trustees meeting;
- b. On the Library District's public website at <https://www.wwcrlid.org/about-us/boardof-trustees> by Friday of the preceding week of the Board of Trustees meeting;
- c. During all board meetings.

14. Closing the request:

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or 15 days have passed since the requester was notified that the records were available and the requester has failed to arrange for the review of those records or for payment for copies, the Public Records Officer shall close the records request.

15. Disclaimer of liability:

Neither the Library District nor any officer, employee, official or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

Adopted: August 14, 2023



Ana C. Romero, Executive Director



Esther Click, Board-Chair




Terrie Aamodt, Vice-Chair



Trustee



Trustee



Trustee