

HOOD CANAL COORDINATING COUNCIL PUBLIC RECORDS REQUEST PROCEDURES

Purpose

The Hood Canal Coordinating Council (HCCC) is a non-profit corporation. The HCCC's central office is located at 17791 Fjord Drive, NE, Suite 122, Poulsbo, WA 98370. The purpose of this procedure is to provide rules by which the HCCC implements and ensures compliance with the provisions of the Public Records Act, RCW 42.56. This procedure provides guidance regarding requesting, providing and managing public documents.

Public Records Officer Designated

Any person wishing to request access to HCCC's public records, or seeking assistance in making such a request, should contact the public records officer, who will serve as the point of contact for members of the public:

Robin Lawlis, Administrative Program Manager
and Public Records Officer
Hood Canal Coordinating Council
17791 Fjord Drive, NE, Suite 122
Poulsbo, WA 98370
Telephone: 360-531-0575 or 360-394-0046
Fax: 360-633-1657
E-mail: sbrewer@hccc.wa.gov

Information is also available at the HCCC's web site at www.hccc.wa.gov.

The public records officer will oversee compliance with the Act, but another HCCC staff member may process the request. Therefore, these rules will refer to the public records officer "or designee."

The HCCC public records officer or designee will strive to provide the fullest assistance to requestors; create and maintain for use by the public an index to public records of the HCCC; 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 HCCC.

Public Records Available

HCCC's public records are available for inspection and copying during the business hours of the HCCC, 9:00 a.m. to Noon, and 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding HCCC holidays. The public records officer may ask the requester to make an appointment to inspect the records. Records must be inspected at the HCCC office.

An index of HCCC's public records is available for use by members of the public, including:

- Final opinions and resolutions
- Statements of policy and interpretations
- Administrative staff manuals and instructions to staff that affect members of the public
- Planning policies and goals, and interim and final planning decisions
- Factual staff and consultant reports and studies and information derived from tests, studies, reports or surveys, whether conducted by public employees or others
- Any correspondence, and materials referred to therein, whereby the agency determines, or opines upon, or is asked to determine or opines upon, the rights of the state, the public, a subdivision of state government or of any private party

The index may be accessed on-line at www.hccc.wa.gov/aboutus/requestsforrecords.

Public Records Requests—How Made

The HCCC will maintain its records in a reasonably organized manner. The HCCC will take reasonable actions to protect records from damage and disorganization. A requestor shall not take records from the HCCC office without the permission of the public records officer or designee. A variety of records are available on the HCCC web site at www.hccc.wa.gov. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

Any person wishing to inspect or copy public records of the HCCC may make the request in writing on the HCCC Public Records Request Form "Exhibit A", or by telephone, letter, fax, or e-mail addressed to the public records officer and include the following information:

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- Name of requestor;
- Address of requestor;
- Telephone number and any e-mail address;
- A clear indication that the document is a “Public Records Request”;
- Whether the records is to:
 - inspect the public records, or
 - for copies of public records, or
 - both
- A clear identification of the public records adequate for the public records officer or designee to locate the records;
- If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requestor is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law; and
- The date and time of day of the request.

The Public Records Request Form is available for use by requestors at the office of the public records officer and on-line at www.hccc.wa.gov/aboutus/requestsforrecords.

If the public records officer or designee accepts a request by telephone, he or she will confirm receipt of the information and the substance of the request in writing using aforementioned Public Records Request Form.

Requests for public records maintained by the State of Washington or other government entities or agencies must be made to that entity and will be subject to that entity’s rules and regulations.

The officer or designee may seek written request if the response may include any of the following: list of individuals; requests not identifying a specific public record; subjects of current, threatened or potential litigation; more than 100 pages of records; or public records or information exempt from disclosure.

Electronic Records: The HCCC produces and maintains electronic records to maximize efficiency in fulfilling its basic public service functions. At the option of the public records officer to expedite records, electronic records may be used to satisfying a records request.

Response to Public Records Requests

Within five (5) days of receipt of the request, the HCCC will either:

- provide the record(s); or
- deny the request; or
- acknowledge the request and provide a reasonable time estimate for the response.

Additional time to respond to a request may be used upon the HCCC’s need to:

- clarify the intent of the request;
- identify, locate, assemble and/or make the records ready for inspection or disclosure;
- notify third parties affected by the request pursuant to RCW 42.56.540; or
- determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.

Fees

There is no fee for inspecting public records. There is no fee for small requests (25 or fewer standard photocopies). Otherwise, the following fee schedule shall apply:

- Standard black and white photocopies at \$0.15 per page
- Oversized or color copies at \$1.00 per page
- All items sent to private copy services will be charged at actual cost
- Electronic records saved to a compact disc at \$5.00 for each compact disc
- Electronic copies of records on a CD-ROM at \$1.00 for information
- Delivery service, postage, and boxes at actual charge
- Fax (8.5” by 11” only) at \$1.00 per page
- Envelopes at \$0.50 each
- Paper records scanned and converted to .pdf at \$0.09 per page
- Electronic records sent by e-mail, no charge, unless another cost applies, such as the aforementioned scanning and conversion fee

Payments

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent (10%) of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying in an installment before providing that installment of records. The HCCC will not charge sales tax when it makes copies of public records.

Payment may be made by check or money order to the Hood Canal Coordinating Council.

[See next page, Exhibit A, Public Records Request Form]

PUBLIC RECORDS REQUEST FORM
HOOD CANAL COORDINATING COUNCIL

Instructions: Complete the form and return to the public records officer: Robin Lawlis, Hood Canal Coordinating Council, 17791 Fjord Drive, NE, Suite 122, Poulsbo, WA 98370 or rlawlis@hccc.wa.gov.

Name of Requestor:	Phone:
Address:	Fax No:
City, State, Zip	Email address:

Record(s) requested: In order to expedite your request, describe a specific identifiable records. Include document name/title, subject and date if known.

If record(s) concern individual(s) other than requestor, please state name(s):

I would like to inspect the record(s) at no charge

HCCC business hours are: Monday through Friday; 9:00AM to Noon and 1:00PM to 4:00PM. WAC 44-14-03002

Please schedule an appointment to inspect records by contacting the public records officer.

I would like a copy of the record(s):

- Emailed (if available in electronic format)
- Mailed (payment is required before copying or mailing)
- Faxed
- Held for pick-up

Allow five (5) business days for a response to your request. RCW 42.56.520

- I agree to pay a reasonable standard charge of \$.15 per copy (first 25 copies of standard size are free), plus cost of mailing pursuant to Hood Canal Coordinating Council's fee schedule. RCW 42.56.120
- I certify the information obtained through this request will not be used for commercial purposes. RCW 42.56.070

Requestor Signature: _____ Date _____

HCCC Use Only

Date received: _____ Received by: _____

___ Within five (5) days, complete Response to Public Records Request cover letter to requestor (attach copy)

Number of pages: _____ Fees due: \$_____ Payment received

Records were: ___ Emailed ___ Faxed ___ Mailed ___ Picked up (date: _____)

Completed by: _____ Date Completed: _____

