



CITY OF QUINCY PUBLIC RECORDS REQUEST

REQUESTED BY**DATE REQUESTED:**

LAST NAME _____ FIRST _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RECORD REQUESTED**QPD CASE #****and/or****Individual Requested:**

I certify that: I have read, understand and acknowledge the City of Quincy Public Records Policy on the reverse side of this Request; and any lists of individuals obtained through this Request will not be used for commercial purposes. RCW 42.56.070 (9)

SIGNATURE: _____

DATE _____

For City Use Only**REQUEST NO.** _____**Request Received Via:** In person Phone E-mail Fax Mail**5 DAY RESPONSE:** **Date:** _____

- Response:** Acknowledge Request
 Make the Records available for inspection or copying
 Send copies of the Records
 Provide estimate of when Records will be sent
 Request clarification
 Deny the request

RECEIPT NO. _____ DATE REC'D. _____ REC'D BY _____

AMOUNT: \$ _____ PAID: Yes / No AMOUNT OWING: \$ _____

RELEASED: Yes / No DATE RELEASED/DENIED _____ INITIALS _____

COMMENTS: _____

CITY OF QUINCY
PUBLIC RECORDS DISCLOSURE POLICIES AND PROCEDURES

Authority and Purpose. The purpose of these rules is to establish the procedures the City of Quincy (the "City") will follow in order to provide the public full access to public records ("Records"), pursuant to the Public Records Act, RCW 42.56 (the "Act"). 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 requires the City to "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the City," provide "fullest assistance" to requestors, and provide the "most timely possible action" on Records requests.

These rules are adopted to briefly provide information to persons ("Requestors") wishing to request access to Records and establish processes for both Requestors and the City staff that are designed to best assist members of the public in obtaining such access, without unduly interfering with the City's operations. To the extent these Rules do not directly or completely address a situation presented by a particular Request, the City will interpret these Rules according to the intent of the Act, and consistent with its interpretation by the Courts, and with the Model Rules adopted by the Washington Attorney General at WAC 44-14.

Contact information. The City is organized as a Code City, utilizing the Mayor/Council form of government. The City's appointed Public Records Officer is the City Administrator, who will oversee compliance with the Act but may delegate actions to other members of the City's staff. A Requestor wishing access to Records, or seeking assistance in making a Request should contact the Public Records Officer at the City, as follows:

PO Box 338, Quincy, WA 98848
(509) 787-3523 (office)
(509) 787-1284 (fax)

Availability of Records. Records are available for inspection and copying during the City's normal business hours of the City, from 9:00 a.m. to 4:00 p.m. Records must be inspected at the offices of the City. Due to the size of the City's office staff, and the nature of the City's records and filing, the City reserves the right to treat a Request as being a request for a copy of Records. Therefore, a Request may not result in an immediate access to Records, and the Requestor may be requested to return at a later time during normal business hours, at the discretion of the Public Records Officer.

Requests for Public Records. Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request form, or by letter, e-mail, or fax, addressed to the public records officer and including the following information:

- a. Name of requestor
- b. Address of requestor;
- c. Other contact information, including telephone number and any e-mail address;
- d. Identification of public records adequate for the public records officer or designee to locate the records; and
- e. The date and time of day of the request.

The public records officer or designee may accept requests for public records that contain the above information by telephone, or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

Records v. Information. The Act requires the City to provide access to "identifiable records", not information. Therefore, the City is not obligated to create a record to comply with a Request. Further, the City's ability to provide Records is directly influenced by the clearness and accuracy of the Request. The Act does not allow a Requestor to search through the City's files for records which cannot be reasonably identified or described to the City. Further, requests are not interrogatories, and the City is not required under the Act to conduct legal research for a Requestor.

The City may seek a clarification of an objectively "unclear" request. If the Requestor fails to clarify an unclear Request, the City will not respond further to the Request.

Costs; Deposits; Payment. The Requestor must pay the cost of copying, but not searching for, Records. The charge for standard (8½ x 11) photocopies is 15¢ per page. The charge for nonstandard copies (e.g., color copies, engineering drawings, photographs, tapes, disks) will be the City's actual cost. Alternatively, the City may determine that it may be less disruptive to the City's operation to send original records to a certified commercial copying center to fulfill a Request, and the Requestor shall pay the cost of this commercial copying. The Requestor shall also pay the cost of postage in transmitting the Records. Prior to the City undertaking the copying of Records, the Requestor shall, at the City's request, deposit up to 10% of the City's reasonable estimate of the cost of copying the Records. Prior to receiving the Records, the Requestor shall pay the balance City's cost of copying.

Acknowledging receipt of Request. Within 5 business days of receipt of a Request the City will do one or more of the following:

- a. Make the Records available for inspection or copying;
- b. Send copies of the Records (assuming payment has been made);
- c. Provide a reasonable estimate of when Records will be sent;
- d. Request clarification; or
- e. Deny the Request.

Protecting rights of others. In the event the requested Records contain information that may affect rights of others and may be exempt from disclosure, the City may, prior to providing the Records, give notice to such others, so as to make it possible for them to assert their respective rights, such as seeking an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the Request. Affording one the right to assert a right to protect the dissemination of Records may delay the provision of the Records.

Records exempt from disclosure. Some Records are exempt from disclosure, by law. These Rules do not address the various exemptions. If the City believes that a Record is exempt from disclosure and should be withheld, the City 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, the City will redact the exempt portions, provide the non-exempt portions, and indicate to the Requestor why portions of the record are being redacted.

Delivery of Requested Records. Unless otherwise agreed upon by the City and the Requestor, the City will provide the copies of the Records via US Mail, at the Requestor's cost. For requests of large volumes of records, the City will make the records available at the requestor's cost.

Closing of Request. When the inspection of the requested Records is complete and all requested copies are provided, the City will close its file on the Request. When the Requestor either withdraws a Request or fails to fulfill their obligations to inspect the records or pay the deposit or final payment for the requested copies, the City will close the Request and so advise the Requestor.

Review of Denials. A Requestor may petition the Public Records Officer for review of any decision made by the City in response to a Request. The petition shall be in writing and include a copy of the City's decision. The Public Records Officer shall refer the petition and any other relevant information to the City Attorney, who will immediately consider the petition and either affirm or reverse the decision within 2 business days following the City's receipt of the petition. Any person may obtain court review of denials of Requests at the conclusion of 2 business days after the initial denial regardless of any internal administrative appeal.