

## PUBLIC RECORD ACT

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## Public Record Act Policy

1. Purpose

This policy was created to establish a process for Thurston County staff to assist members of the public in accessing Public Information.

2. Public Records Officers Identified

All County designated Public Record Officers and Coordinators' names and contact information to which the public may direct Public Records Requests will be posted on the County's Web site.

3. County Receipt of Public Record Requests

All Public Record Requests must be directed to the County Agency's designated Public Records' Officer or Coordinator. County Agency is defined in the County's Public Record Act Procedures on the County's Web site.

Record Requests that are received by other individuals not designated as the Thurston County Public Record Officer or Coordinator will not be considered official Public Record Requests and will not be subject to the strict timelines provided in the Public Records Act. Public Records Requests directed to other Thurston County staff may not be accepted.

It is the duty of the Requester to provide the Public Record Request to the designated Public Records' Officer or Public Record Agency Coordinator identified on the County's Web site.

4. When Public Record Requests can be made in Person

In-person Records Requests must be made during the normal business hours of the County Agency. County Agency hours are posted in each office and also on the Thurston County Web site.

5. Electronic Public Record Requests

Emailed Public Records Requests will only be accepted at the official Thurston County Public Record Request email address as provided on the County's Web site and in the County's Public Record Act Procedures. If electronic files are requested to be returned via email, the County is not required to provide such files electronically if the sizes of the electronic files or attachments exceed the capacity of the County's email system.

The County does not warrant or in any way guarantee the accuracy or completeness of any Public Records that are sent electronically through the internet.

6. Protecting Public Records

Original Public Records shall not be removed from any County Agency.

7. Fees for Public Records

Thurston County has established a fee schedule for copying or producing custom records in response to Public Record Requests. There is no fee for inspecting or searching for Public Records. The current list of fees is posted on the County's Web site and subject to change at any time without notice.

The payment of estimated copying or production fees may be requested by County Agencies prior to the county performing any work necessary to produce the records for the Requester.

8. Waiver of Fees for Public Records

County Agencies have the discretion to charge less than the designated Thurston County fee schedule posted on the County's Web site.

9. Closing Withdrawn or Abandoned Public Records Requests

Thurston County may close, as completed, any Public Records Request where the Requester fails to claim or review assembled records within thirty days of notification to him/her that the records are available for inspection or copying.

10. Public Record Index

Thurston County has opted out of the indexing requirement (see RCW 42.56.070(4)). All County Agencies find that maintaining an index of all records in all the various divisions, departments and Elected Officials Offices is unduly burdensome and would interfere with Thurston County operations due to the number and complexity of records generated as a result of the wide range of county activities. Contact the specific County Agency to view any index of records that they may have available.

RESOLUTION NO. 14681

A RESOLUTION adopting Thurston County Public Records Policies.

WHEREAS, the Board of County Commissioners desires to adopt policies and recognize procedures to promote the broad disclosure of public records; and

WHEREAS, Thurston County Elected Officials and the Board of County Commissioners delegated authority to a Public Records Act (PRA) Focus Group to develop, update and publish Thurston County Public Records Act Procedures which shall be posted on Thurston County's Web site to assist Thurston County staff and the public; and

WHEREAS, as shown in Attachment A and as indicated by signature, other Thurston County Elected Officials have adopted this policy and recognize that the Thurston County Public Record Act procedures will be posted on the County web page; and

WHEREAS, pursuant to Resolution No. 12988, adding Section 2.02.030 to the Thurston County Code adopted July 28, 2003, Thurston County Offices and Departments have opted out of the indexing requirements as they find it would be unduly burdensome and costly to Thurston County taxpayers; and

WHEREAS, RCW 42.56.040 (1) requires all local agencies to make information available to the public to assist the public in understanding the agencies structure and public records procedures.

NOW THEREFORE, the Board of County Commissioners of Thurston County hereby resolves as follows:

Section 1: The Public Records Policies are hereby adopted as attached hereto and incorporated herein by reference.

Section 2: The Thurston County Public Records Act Procedures shall be made available on the Thurston County web site.

Section 3: This resolution shall be effective immediately upon adoption.

DATED: November 15, 2011

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
Thurston County, Washington

Laronda L. Baerwald  
Clerk of the Board

Karen Valenzuela  
Chair

APPROVED AS TO FORM:

JON TUNHEIM  
PROSECUTING ATTORNEY

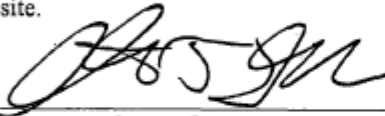
Jordan Foxers  
Vice-Chair

By: [Signature]  
Deputy Prosecuting Attorney

[Signature]  
Commissioner


ATTACHMENT A  
Public Records Policy  
Resolution \_\_\_\_\_ of Adoption


We as undersigned, agree and have adopted the Public Records Policy and recognize that Thurston County's Public Records Procedures will be posted on the Thurston County web site.

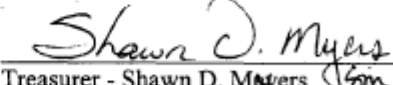
  
Assessor - Steven J. Drew

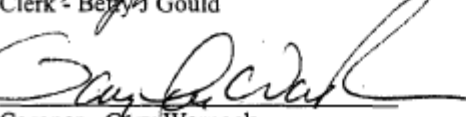
  
Prosecuting Attorney - Jon Tunheim

  
Auditor - Kira Wyman

  
Sheriff - John Spaza

  
Clerk - Betty J. Gould

  
Treasurer - Shawn D. Meyers

  
Coroner - Gary Warnock