Procedures for Handling Requests for Public Records

Kitsap Regional Library is a public agency that fully complies with Washington’s Public Records Act. KRL will provide a requestor with the “fullest assistance,” as required by law. Kitsap Regional Library will provide access to its public records for inspection or copying, except those exempted or prohibited by law, in accordance with these procedures.

The request to inspect or copy public records of the Kitsap Regional Library may be made in writing on the Request of Public Records Form (available from Administration, Sylvan Way Location or on the Library’s website at www.krl.org), or by letter, fax, or email addressed to Director of Community Relations, the Library’s Public Records Officer, Kitsap Regional Library, 1301 Sylvan Way, Bremerton, WA 98310, or faxed to (360-405-9156) or by email to Administration@krl.org. A person who elects not to use the Request of Public Records Form shall include in his/her request the following information:

(a) Name and address of requestor:

(b) Other contact information, including telephone number and any email address:

(c) Identification of the public records adequate for the public records officer or other designated staff member to locate the records;

(d) Whether the requester seeks to inspect the records, receive a copy of them, or inspect the records first and then consider selecting records to copy; and

(d) The date and time of day of the request.

A written request will be dated and initialed by the receiving staff member when it arrives at the location. The request will promptly be directed to the Public Records Officer or staff designee.

Kitsap Regional Library maintains notebooks that contain all Kitsap Regional Library policies at each branch. Selected policies are also available on the Kitsap Regional Library website, www.krl.org. Kitsap Regional Library does not maintain an index of records, because the cost to maintain such an index would be unduly burdensome to the Library.

The Library will respond promptly to a request for inspection of public records which is made in accordance with these Procedures. Within five business days of receiving a request, the Library will (1) make the records available for inspection or copying; (2) if copies are requested and payment terms are agreed upon, send the copies to the requestor; (3) provide a reasonable estimate of when the records will be available; (4) if the request is unclear or does not sufficiently identify the requested records, request
clarification from the requestor. Such clarification may be requested and provided by telephone. The Public Records Officer or staff designee may revise the estimate of when records will be available; or (5) deny the request. If copies are sent, the Library will provide the requestor a written cover letter or email briefly describing the records provided and informing the requestor that the request has been closed. Any denial of a request will be accompanied by a written statement of the specific reasons for such denial. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision. The Public Records Officer will promptly provide the petition and any other relevant information to the Library Director, who will promptly consider the petition and either affirm or reverse the denial within two business days following the Library’s receipt of the petition, or within such other time as the Library and the requestor mutually agree to.

The requestor must claim or review the assembled records within thirty days of the Library’s notification to him or her that the records are available for inspection or copying. The Library will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the Library to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the Library may close the request and re-file the assembled records. Any subsequent request by the same person for the same or almost identical records will be processed as a new request.

When the request is for a large number of records, the Public Records Officer or staff designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public Records Officer or staff designee may stop searching for the remaining records and close the request.

When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or staff designee will indicate that the Library has completed a diligent search for the requested records and made any located nonexempt records available for inspection. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the Library has closed the request.

If, after the Library has informed the requestor that it has provided all available records, the Library becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

The Public Records Officer maintains a record to identify which documents were provided to a requestor and the date of production.
Items that could be used to identify specific library patrons with specific library materials or information requests are exempted from public disclosure to protect patron privacy, RCW 42.56.310. Certain other exemptions including personnel matters and items relating to land acquisition, labor negotiations, and national security, among others, are identified in RCW 42.56.210 through 42.56.600, inclusive.

Public Records of Kitsap Regional Library will be made available for inspection in accordance with these procedures at the Administration office located at the Sylvan Way Branch, 1301 Sylvan Way, Bremerton, WA 98310, during normal business hours (Monday through Friday, 9 a.m. to 5 p.m., except holidays).

There is no fee for inspecting the Library’s public records. A requestor may obtain standard black and white photocopies for $0.10 per page or color copies for $0.25 per page. If documents are available in digital form, a requestor may obtain electronic copies on digital media (CD) for $1.00 per CD. Where the total charges for photocopies, envelope and postage for the requested records are under $2.00 the items will be sent with an invoice enclosed. The Library reserves the right to waive photocopy charges for public records when cost to the Library of invoicing and collection is greater than the reimbursement. Where the total charges for photocopies, envelope and postage are greater than $2.00, the Library will send an invoice to the requester at the time the copies of the requested records are assembled. The copies of the records will be sent to the requester when payment has been received by the Library.
The Kitsap Regional Library is a public agency that fully complies with Washington’s Public Records Act. Kitsap Regional Library will provide access to its public records for inspection or copying, except those exempted or prohibited by law, in accordance with its procedures, which are attached to this Request Form.

Requests will be made using the following form or by providing the same information in writing:

Name

Address

Phone	Date of Request

Email Address	Time of Request

Records Requested. If the name of the record is not known please describe the document(s) in detail.

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Select one of the following:

□ I wish to inspect the requested records; OR

□ I wish to receive a copy of the requested records; OR

□ I wish to inspect the requested records first, and then consider selecting records to copy.

Signature

11/24/2015