

## **City of Fircrest, Washington Public Records Request Process**

**Public Records Request Process:** Requests for public records are governed by RCW 42.56. The City of Fircrest attempts to promptly respond to all requests for public records as fully as resources will permit, subject to any restrictions imposed by law.

The City Clerk has been designated as the City's Public Records Officer. Requests for public documents can be submitted to the City Clerk. You may also submit requests for public records directly to City departments. Requests for Police Department records should be directed to the Fircrest Police Department, 302 Regents Boulevard, Fircrest, Washington 98466 (253) 565-1198. Requests for Municipal Court records should be directed to Municipal Court, 115 Ramsdell Street, Fircrest, Washington 98466 (252) 564-8922.

A completed and signed Request for Disclosure of Public Records form in most cases will be necessary.

A response will be made within five business days of receiving the request and will be either 1) provision of records requested, 2) notice that records requested will be provided upon receipt of payment to cover costs, 3) notice as to when records will be reproduced, 4) request for clarification as to specific records requested, 5) request under review, or 6) notice that the request is denied.

*Certain information is exempt from disclosure; refer to RCW 42.56 for information on State law regarding public records and certain records which are exempt from public disclosure.*

**Availability of Public Records:** Public records are available for inspection and copying during normal business hours, Monday through Friday, except for City legal Holidays.

**Fees:** There is no charge for inspection of public records. There is a 15 cents charge for each copy of a single-sided, 8½ x 11 page (double-sided pages are 30 cents). A copy fee may include postage or delivery charges and the cost of any container or envelope used to send the public records to the requester. If the City uses the services of a company or agency to satisfy the request, the requester shall pay the actual cost of those services.

**Deposit for Duplication:** The Public Records Officer may require the requester to deposit a sum equal to 10% of the estimated cost prior to duplication of the records. In the event that a deposit is required, the City will notify the requester of the necessity of the deposit. If the actual duplication and deposit fees are less than the amount deposited by the requester, the City will return the sum in excess of the actual amount to the requester.

**Payment of Required Fees:** Payment of duplication and applicable postage fees shall be made prior to the disclosure of public records. When a deposit is required, the payment of a deposit shall be made prior to the duplication of any records. All payments shall be made by cash, money order, or check payable to the City of Fircrest.

If you have questions regarding the Public Records Request process, you may contact City Hall at 115 Ramsdell Street, Fircrest, WA 98466, or call (253) 564-8901.