

Disclosure of Public Records

Upon written request to the District's central office, the District shall make available to any person for inspection and/or copying any district record(s) not exempted by state or federal law and/or by district policy. The District's central office is located at 615 Snow Avenue, Richland, WA 99352. The request must include:

1. The name, address, telephone number, and signature of the party requesting disclosure and the date of the request;
2. Specification of the records or types of records requested; and
3. A statement of the intended use of the requested documents.

A written response to each written request for inspection and/or copying of district records shall be provided within five business days. The District will respond by:

1. Denying the request;
2. Acknowledging receipt of the request and providing a reasonable estimate of the time the District will require to respond;
3. If the request is unclear or does not sufficiently identify the requested records, the District will request clarification from the requestor. If the requestor does not clarify, the District need not respond; or
4. Take other action as allowed and as deemed necessary to address the request.

Public records shall be available for inspection during the customary business hours of the District's central office. In the event that the requested records contain information that may affect rights of others, the public records officer may, prior to providing the records, give notice to such others.

Consistent with other demands and without unreasonably disrupting District operations, the District shall promptly provide for the inspection of nonexempt public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. Staff shall have the authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage, disorganization of the records, and to prevent excessive interference with other essential operations of the District.

The requestor must claim or review the assembled records within thirty days of the District's notification to him or her that the records are available for inspection. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the agency to make arrangements to claim or review the records. If the requestor fails to claim or review the records within the thirty day period or make other arrangements, the District may close the request and refile the assembled records.

Charges for copying cassette tapes, computer discs, video tapes, etc shall not exceed the amount necessary to reimburse the district for its actual costs of labor and supplies. The District shall make copies of public records for a per-page fee of fifteen cents and the actual postage. The District may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment. The District may stop filling a request if an installment is not claimed.