



KING COUNTY LIBRARY SYSTEM

REQUEST FOR PUBLIC RECORDS

Policy & Procedures

REQUESTS FOR PUBLIC RECORDS

King County Library System records are available for public inspection and duplication as provided by **RCW 42.56 Public Records Act**. To request public records, complete a *Request to Inspect Public Records* form <attached>. Forms are also available at the KCLS Service Center and community libraries.

FULFILLMENT OF PUBLIC RECORDS REQUESTS

Within five (5) business days of receipt of the request, the Public Records Officer or their designee will notify the requester if records are available for inspection or if additional time is needed to gather documents.

INSPECTION

Public records are available for inspection **by appointment** at the King County Library System Service Center in Issaquah, Monday through Friday, 9am-Noon and 1-4pm, excluding legal holidays or upon official closure of the facility. To schedule an appointment, call 425.369.3233. *No fee will be charged to inspect public records at the KCLS Service Center.*

COPYING

If requested, KCLS will provide duplicate copies of public records for a fee of 15 cents per 8-1/2 x 11 inch page. If KCLS has to use an outside vendor to duplicate records such as photographs, blueprints or tape recordings, the requester is responsible for payment of associated fees.

DENIAL OF PUBLIC RECORDS REQUESTS

KCLS reserves the right to deny requests for public records under provisions of the Public Records Act. If a document is exempt from disclosure, KCLS will specify the reason for the exemption.

PRIVACY OF RECORDS

KCLS reserves the right to redact patron information based on **RCW 42.56.310**: *“Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.”*



TO: Library Director/Public Records Officer or designee
King County Library System
960 Newport Way NW
Issaquah, WA 98027
425.369.3200

RE: Request to Inspect Public Records

Pursuant to RCW 42.56 Public Records Act, I request to inspect the following records:

(If known, provide specific information that will help locate records quickly, e.g., document titles; publication dates, etc.)

Under RCW 42.17.260 (9), Washington State does not give agencies authority to give, sell or provide access to lists of individuals requested for commercial purposes. Such use may violate the rights of the individuals named and the undersigned may be liable for damage.

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.

Name (please print): _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Number (_____) _____ - _____

Signature _____ **Date** _____