



# **KING COUNTY LIBRARY SYSTEM**

## **PUBLIC RECORDS REQUESTS**

### **REQUESTING PUBLIC RECORDS**

King County Library System records are available for public inspection or duplication in accordance with **RCW 42.56 Public Records Act**. To request public records, complete the form on Page 2 and email to [publicrecords@kcls.org](mailto:publicrecords@kcls.org).

### **FULFILLMENT OF PUBLIC RECORDS REQUESTS**

KCLS acknowledges receipt of records requests within five (5) business days of receipt. Acknowledgements include reasonable estimates of fulfillment timelines and any applicable copying charges.

### **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, email [publicrecords@kcls.org](mailto:publicrecords@kcls.org).

### **COPYING**

KCLS adopted the state statutory default copying charges detailed in **RCW 42.56.120**, which are subject to change without written notice.

As of March 2022 state default charges include:

- 15 cents/page for photocopies or printed copies of electronic records;
- 10 cents/page for records scanned into electronic format;
- 5 cents for every four electronic files or attachments uploaded to an email, cloud storage service, or other electronic delivery system;
- 10 cents/gigabyte for transmitting records electronically;
- The actual cost of the digital storage media/device, container used to mail the copies, and postage or delivery charges;
- The actual cost of custom printing or duplication of records such as photographs, blueprints or tape recordings;
- A customized service charge for requests that would require information technology expertise to prepare data or provide customized electronic access.

### **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 LIBRARY RECORDS**

KCLS reserves the right to redact patron information based on **RCW 42.56.310**. Law enforcement requests to inspect library records must include a search warrant from King County Superior Court.



**TO: KCLS Public Records Officer**

**John Sheller  
960 Newport Way NW  
Issaquah, WA 98027  
425.369.3376  
publicrecords@kcls.org**

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

*To help KCLS locate records quickly, please be as specific as possible, for example, document titles; names; 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.

***By signing below, you certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes.***

Name (print):

Address:

City:

State:

Zip:

Phone:

Signature:

Date: