

## **YAKIMA VALLEY LIBRARIES' INSPECTION OF PUBLIC RECORDS POLICY AND PROCEDURE**

### **Public Records Available**

### **Resolution#13-008 & Resolution#13-009**

Yakima Valley Libraries (YVL) public records are to be available for public inspection and duplication, except as otherwise provided by RCW 42.56.001 - 42.56.904. The following procedure sets forth the process for determining the availability of records for public inspection and copying. This procedure is available at the Library (contact Public Records Officer) and on the Library's website and has been adopted by the Board of Trustees by **Resolution #13-008**, and waiving of an index with **Resolution #13-009**.

### **Office Hours and Inspection Location**

Public records are available to the public for inspection and copying at the Yakima Valley Library Administrative Offices, 102 N. 3rd Street, Yakima, WA 98901, from 9am-Noon and from 1-4pm, Monday through Friday, excluding legal holidays or upon official closure of the facility.

### **Requests for Public Records**

Any public record may be obtained by members of the public by using the following procedures:

- All requests for inspection and copying of documents must be made to the Public Records Officer.
- Requests may be written, email, or oral. A form is available for your convenience.
- Oral requesters are strongly encouraged to make written or email requests. However if an oral request is made, the Library will document the request in writing and forward to the Public Records Office. The Public Records Officer will confirm the oral request in writing.
- The request should include the following information:
  - The name, address and telephone number of the person requesting the record;
  - The time of day and calendar date on which the request was made;
  - The nature of the request; and
  - An adequate description of the record requested including the document name.
- Completed requests may be turned in at any community library or directly to the Public Records Officer at Yakima Valley Libraries, 102 N. 3rd Street, Yakima, WA 98901.

### **Copying**

No fee will be charged to inspect public records. YVL may charge a fee of 10 cents per page of copy for providing copies of public records and for use of YVL's copying equipment. If YVL has to pay an outside source for making duplicates of records such as photographs, camera surveillance footage, or blueprints, YVL may pass such costs on to the requestor.

### **Exemptions and Denials of Requested Public Records**

Documents or portions of documents may be withheld from disclosure under Washington law. Yakima Valley Libraries reserves the right to determine that a public record requested in accordance with the procedure is exempt under the provisions of the law. These exemptions from disclosure may include:

- Library Records of Individual Users as identified under RCW 42.56.310;
- Public Records Act Exemptions as identified under 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>.
- Other Exemptions – <http://www.mrsc.org/publications/pr09.pdf#page=78>

In addition, YVL reserves the right to delete identifying details when there is a reason to believe that the disclosure would be an invasion of personal privacy. The library will fully justify in writing any withholding—in whole or in part—of any requested records.

### **Yakima Valley Libraries' Response**

- The Library shall respond to all public records requests within five business days or sooner, or within five business days acknowledge receipt of the request and explain why more time is needed for a full response
- After all copies of requested materials have been provided to the requestor, the requestor has reviewed requested records, or 15 days have passed since the requestor was notified that the records were available and the requester has failed to contact the Public Records Office to arrange for the review of those records or for payment for copies, the Public Records Officer shall close the record's request.



PUBLIC RECORDS REQUEST FORM
FOR
YAKIMA VALLEY LIBRARIES

Pursuant to RCW 42.56.001- 42.56.904, I request inspection of the following records in your office:
(Please provide any information that will help us locate them for you as quickly as possible. Use appropriate
document title and date and appropriate index title, if known.)

Four horizontal lines for providing document details.

If any material contained in this request is exempt from disclosure, I understand you will provide the name
of the document and the specific reason for the exemption.

Washington State law, RCW 42.567.070(9), prohibits the use of lists of individuals for commercial
purposes. If I or someone else uses these records for commercial purposes, I may violate the rights of the individuals
named and I may be liable for damages.

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

Name of requester (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Requester Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time of Request: \_\_\_\_\_

The Library shall respond to all public document requests within five business days or sooner, or within five
business days acknowledge receipt of the request and explain why more time is needed for a full response.

Date Received/Initial

Date Responded/Initial

Notes