

GRANT COUNTY HEALTH DISTRICT POLICY AND PROCEDURE

Subject: Disclosure of Public Records and Information		Index: ADMINISTRATION ENVIRONMENTAL HEALTH PERSONAL HEALTH	
		Number: ADM.2.Public Disclosure	
Effective Date: February 12, 2004	Approved by: Health Officer <i>/s/Alexander Brzezny</i> <i>02/09/04</i>	Supersedes: (none) <i>format modified</i> <i>02/08/06</i>	Page 1 of 4

1.0 PURPOSE:

To establish the policy and procedures to assure appropriate records and information are made available to the public for inspection and copying, in keeping with RCW Chapter 42.17.

2.0 SCOPE:

All departments.

3.0 DEFINITIONS:

As provided by RCW Chapter 42.17.

4.0 POLICY:

4.1 The Grant County Health District, as a government agency, is comprised of 3 major departments. Those being Personal Health, Administration and Finance and Environmental Health. Records for departments are generally located within each department. All records can be made available through Administration and Finance.

Page 2 of 4

4.2 It is the District's policy to assure access to public records and documents in accordance with state law.

- 4.3** The Grant County Health District shall not charge a fee for the location or the inspection of public records. The Grant County Health District may impose a reasonable charge for providing copies of public records. The District may charge for the use by any person of Grant County Health District equipment to copy public records, the charges shall not exceed the amount necessary to reimburse the District for its costs incident to such copying or an amount permitted by law or rule.
- 4.4** Costs for researching and collecting records requested will be charged separately. Costs for Grant County Health District personnel to make copies will be charged separately. Charges for mailing copies shall be charged at the actual cost to the District. The charge for researching and collecting records and making copies by District staff shall be determined based on the employee costs to the District of the position or positions designated to make such copies.
- 4.5** The cost per page shall be fifteen cents per page as permitted by law. There will be no charge for copying 6 or fewer pages. The per page cost shall be applied to 7 or more pages.
- 4.6** A rate for making copies by District staff shall be \$20 per hour. Time shall be accounted for in quarters of an hour for billing purposes. There is no billing for staff time less than 15 minutes for making copies. There is no records research fee.

5.0 PROCEDURES:

5.1 All requests for information as to public records and/or to inspect and/or copy public records pursuant to RCW 42.17.250 shall be directed, in writing, to the Chief Deputy or designee on forms provided by the District (see attachment). The requests should identify the public records sought to be inspected and/or copied and should be as specific as is possible.

5.2 The requestor of records shall verify that the receipt of any lists of names that may be obtained will not be used for commercial purposes.

Page 3 of 4

5.3 Upon receipt of the request the Chief Deputy or the Chief Deputy's designee shall forward the request to locate or provide copies to the appropriate department. That department shall locate the records and inform the Chief Deputy (or designee) of their location and advise of their availability for review and copying by the requesting party.

5.3.1 If the request is for the District to make copies, that department shall copy the requested documents, attach them to the form and return the same to the Chief Deputy. If the department believes the records should not be released, the reason for such belief shall be stated in writing and provided to the Chief Deputy either with the request to locate form or with the copies.

- 5.3.2** District departments are not required to compile or interpret documents requested under the Public Disclosure Act.
- 5.4** Upon return of the copies to the Chief Deputy, the Chief Deputy shall review the request, determine which if any of the records are exempt from inspection and/or copying pursuant to state law, and arrange for the immediate availability of the requested records for inspection. The District shall make equipment available so as to allow copying by the requestor of the public records.
- 5.4.1** Alternatively, the Chief Deputy shall arrange for a date mutually acceptable to the District and requestor of the records as to the time and date the records can be inspected and/or copied. This may become necessary when the requested records are not immediately available and it is necessary to search for and collect the records in order to provide them for inspection and/or copying.
- 5.5** The Chief Deputy shall review the anticipated response, and forward the information to the District's Attorney if appropriate. The District's Attorney shall review the information contained and determine if the information is proper for disclosure, if requested by the Health District. The District's Attorney may delete such information as is permissible under the statutes, and decisions thereon, of the state of Washington. Upon the completion of this review, the file should be returned to the Chief Deputy for release or denial of release.
- 5.6** Requests to inspect and/or copy public records can be delivered personally, by
- Page 4 of 4**
- fax or by mail. Public records made available for inspection and/or copying can be reviewed and copied during customary office hours of the Grant County Health District unless the requestor and the Chief Deputy agree on a different time.
- 5.7** A response, either partial or complete shall be provided to the requestor within 5 business days, from the time that an appropriately filled out request form for specific records was received. If the request has only been partially filled, an explanation of the need for more time shall be included, when appropriate.
- 5.8** Extensive costs for postage, delivery and other related fees will be charged at actual costs if the expense is greater than \$1.
- 5.9** All denials of requests will be accompanied by a written statement of the specific reasons for the denial. The decision of the Chief Deputy will have been reviewed by the District's Attorney.
- 5.10** Any person who feels aggrieved by a denial or deletion of material may appeal such decision to the Health Officer whose decision shall be final.

5.11 Questions with regard to this policy in particular or the inspection and/or copying of public records in general should be directed to the Chief Deputy.

Signature

Date

Reviewed:

Signature

Date

Signature

Date

Signature

Date

Signature

Date