

SKAMANIA COUNTY PUBLIC RECORDS REQUEST (PRR) PROCEDURE

NOTE: These procedures do not apply to court records. For Skamania County court records, call 509-427-3770 (Superior/Juvenile Court) or 509-427-3780 (District Court).

POINT OF CONTACT: You may make simple requests for a single incident report or several linked or related incident reports from the Skamania County Sheriff directly to the Sheriff's Office. You must make all other Public Records Requests (PRRs) for county records through the Public Records Officer (PRO). By doing so, you avoid your request being inadvertently missed by employees who are not tasked with responding to PRRs. Contact information is as follows:

Sheriff Incident Reports:

Public Records Coordinator
C/O Skamania County Sheriff
240 NW Vancouver Avenue
PO Box 790
Stevenson, WA 98648
509-427-9490
records@co.skamania.wa.us
www.skamaniasheriff.com

All Other Requests:

Public Records Officer (PRO)
C/O Skamania County Prosecutor
240 NW Vancouver Avenue
PO Box 790
Stevenson, WA 98648
509-427-3704
PublicRecordsRequest@co.skamania.wa.us
www.skamaniacounty.org

MAKING A PUBLIC RECORDS REQUEST (PRR):

What may be Requested: You may request only identifiable records, i.e., one that exists at the time of the request and that county staff can reasonably locate. The county is not required to create a public record in response to a request or to respond to general requests for information.

Written Requests Preferred: While you may make PRRs orally in person or by phone to the PRO, it is preferable that you make them in writing by mail, by email, or via the online portal on the county (or sheriff) website. You may not make PRRs by fax or via social media.

Format of Requests: Unless using the online portal, you should make written PRRs by using the Skamania County Public Records Request (PRR) Form, which is available at the county website or which may be requested from the PRO or from any Skamania County office with access to the internet and a printer. If not using this form, you should still include all the information the form specifies. In addition, if not using the form, you should clearly indicate that you are making a **public records request**. If you are using email, write the words "**public records request**" in the subject line. If using a written letter or other document, state on the first page that a "**public records request**" is contained therein and where in the document that request can be found. This will help ensure that your request is properly identified.

Options for Receipt of Records: You may request public records for on-site review or for copying (paper or digital). You may conduct on-site review by appointment between 9:00 AM and 4:30 PM Monday through Thursday only, excluding legal holidays, unless there is a need and the county is able to accommodate review outside of regular business hours. If requesting paper copies, you may ask that they be either mailed to you or held for pickup. If requesting digital copies, you may request to view them on the county's web portal, have them emailed to you, or receive them on a digital storage device (either mailed to you or held for pickup). There is no charge for on-site review. See Fee Schedule below for fees if requesting copies. You must make all required payments (by cash, money order, check, or credit/debit card) or make payment arrangements before you will receive your copies. You may request to review records on-site before deciding which, if any, you want copied, but in that case, it may take some additional time until the copies are available for you.

Fee Schedule: Paper copies (\$0.15 per page); Electronic copies requiring scanning (\$0.10 per page); Email, cloud-based data storage service, or other means of electronic delivery (\$0.05 per bundle of four files); Electronic transmission (\$0.10 per gigabyte of transmitted data); Mailed delivery (actual cost of container and postage/delivery); Digital storage device (actual cost). At the discretion of the PRO, a flat fee of up to \$2.00 may be charged in lieu of all other fees. Additional charges may be assessed in special cases.

WHAT TO EXPECT AFTER MAKING A PUBLIC RECORDS REQUEST (PRR):

Within five business days of receiving your request, you will receive one of the following:

- Notification of your records being ready for review or copying and cost for copies
- Estimated date when your records will be ready, subject to later revision, and any request for clarification
- Denial with explanation

If you do not receive one of these three listed responses within five business days, you should contact the PRO. If the PRO fails to respond, you should contact Prosecuting Attorney Adam Kick at 509-427-3790 or kick@co.skamania.wa.us.

PRRs will be prioritized by order of receipt and by level of complexity. Multiple requests from the same requester will be separately and individually queued by order of receipt and processed in the order received.

If you believe your request has been misunderstood because you did not receive records that you believe you should have received, you should proactively try to clarify with the PRO. The PRO may also ask that you clarify your request. If you do not respond

to a request for clarification, your request, or the unclear portions of it, will be deemed abandoned and closed.

You will receive notification when your records are available for review or copying, along with the cost for copies. You must make full payment or payment arrangements before you will receive copies. You must review your records, pay for copies, or make other arrangements within thirty days of notification, or your request may be closed with documents re-filed and any copies made in advance shredded.

If your request is for a large number of records, they may be made available in installments. If you fail to review an installment, pay for copies, or make payment or other arrangements within thirty days of being informed that an installment is available, your request may be closed. In that case, you must make a new request to re-open it.

Many exemptions to public disclosure exist in the Public Records Act (PRA) and other applicable statutes. A list of exemptions can be found on the Washington State Sunshine Committee website at www.atg.wa.gov/sunshine-committee. If an exemption applies to your request or if it requires redaction of any documents, you will be given an exemption log with each exemption and an explanation of why it applies.

PRRs are themselves public documents that are subject to public disclosure. If you request records that contain information that may affect rights or interests of others, the PRO may give notice to those others. If the PRO believes there may be a right to enjoin release, notice may be given before providing you with the records in order to allow those other persons the opportunity to contact you and ask you to revise your request or, if necessary, seek an order from a court to prevent or limit the disclosure.

REVIEW OF DENIALS OR EXEMPTIONS: If you object to a denial or exemption, you may petition in writing to the PRO for review, including with your petition a copy or reasonable identification of the written statement of denial or exemption. The PRO will provide this material to the Prosecuting Attorney, who will either affirm or reverse the denial or exemption within two business days of receipt of your petition, or within such other time to which you and Skamania County agree.

This document is only a summary. You should review Skamania County Ordinance 2020-04, which can be found on the county's website at the following link:

<https://www.skamaniacounty.org/departments-offices/commissioners/public-information-requests>. You should also review RCW Chapter 42.56 and other applicable statutes for more complete information. Skamania County is committed to providing the public full access to information concerning the conduct of government, mindful of individual privacy rights and the desirability of efficient administration. These procedures are meant to provide reasonable expectations and guidance. Skamania County reserves the right to make reasonable exceptions to its own procedures as necessary.