



Thurston County
Public Health & Social Services Department

Requests for Public Records – Guidelines for the Public

Environmental Health Division
412 Lilly Road NE
Olympia, WA 98506-5132
(360) 867-2588

Personal Health Division
412 Lilly Road NE
Olympia, WA 98506-5132
(360) 867-2505

Social Services Division
412 Lilly Road NE
Olympia, WA 98506-5132
(360) 867-2505

Public Records Request Policy

The Public Health and Social Services Department will comply with RCW 42.56, the Public Records Act, as it relates to the disclosure of public records. The intent of the law is to provide the public with full access to information concerning the conduct of Thurston County Public Health and Social Services Department at all levels of operation, while being mindful of privacy rights of individuals and the desirability of the efficient administration of government.

Location of Public Records

Current records are located at each office of the Public Health and Social Services Department (PHSS). Historical records and tapes may be archived and located off site at the Records Center. If the requested records are archived, the requestor will be contacted when the files have been recovered from the Records Center and are ready for reviewing.

How to Request a Public Record

- All Requests for Public Records will be made in writing. A Request for Public Records form is available at each of our office locations, on the Public Health and Social Services (PHSS) website: www.co.thurston.wa.us/health, or by calling any one of the offices noted above and requesting a copy of the form.
- The public may request documents for reviewing and copying either in person, by sending a letter, email or FAX to PHSS at one of our locations noted above. All public record requests that are submitted by e-mail must be submitted to the following address: swansop@co.thurston.wa.us. Any request faxed or e-mailed outside of regular business hours will be deemed received the next regular business day.
 - If documents are requested in person, requests should be made at one of the locations noted above between the hours of 8:00 AM and 5:00 PM, Monday through Friday, excluding regular holidays.
- To assist the Department in responding to requests, clearly identify the specific records you are seeking or you may be asked to clarify the request.
- The Department may take up to five (5) business days to respond to a request according to RCW 42.56. The response may include one or more of the following:

- provide requested records
 - deny all or portions of the request and cite the exemption(s) that apply
 - indicate the cost of copies of the records
 - indicate additional time is needed to respond to the request and include a date by which a response will be issued
 - ask for clarification of the records requested.
- If the request is to review a significant number of documents, the requestor will be asked to flag documents to be copied once the records have been reviewed. In order to maintain the integrity of records, staff may be present while files are being reviewed.

Denial of Requests for Public Records

If the Department denies a request or redacts (removes) exempt information, the response must state specifically the reason(s) for the denial or removal of information.

Copying Charges

1. There will be no charge for the first five (5) standard pages. Standard pages are black and white, 8 ½ x 11 or 8 ½ x 14 inch copies. Additional copying will cost \$.15 per standard page and \$.30 for double-sided standard pages.
2. The Department may charge for the actual costs of special copy services for documents that are not standard size pages (i.e. 11" x 17" pages, maps, and blueprints); mailing costs (including the cost of the envelope or shipping container); and actual costs for providing records in other formats. A fee may also be charged for staff time to copy and mail the requested public records.
3. If a large number of records is requested, a deposit of up to 10% of the cost of the copies may be charged prior to making the copies.
4. The costs of some records, such as vital records, are established by state law.



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Request for Public Records

Please provide the following information. There may be a charge to provide copies of the requested records. If a fee is applicable, you will be notified in advance. Upon completion, please return this request to Public Health & Social Services Department, Attn: Administration, 412 Lilly Road NE, Olympia, WA 98506-5132. If you have any questions, please contact Patti Swanson at (360) 867-2505 or by email at swansop@co.thurston.wa.us.

REQUESTED BY:

Name: _____ Phone Number: _____

Agency / Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Description of Records Requested (be specific): _____

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

Signature

Date

Staff Use Only

Date Request Received: _____ Date Request Completed: _____ Mailed Picked Up E-mailed

E-mail Address of Person Requesting the Documents: _____

Section Supervisor Approval: _____

Signature

Date

Number of Copies: _____

Charge per Standard Page: Qty: _____ x 15¢ Charge per Double-Sided Page: Qty: _____ x 30¢

Other Service Charges: _____ Total Charges: _____

Description of Records Copied: _____
