



COUNTY COMMISSIONERS

Cathy Wolfe
District One
Diane Oberquell
District Two
Robert N. Macleod
District Three

PARKS AND RECREATION DEPARTMENT

Michael Welter
Director

DOCUMENT REQUEST AND COPYING PROCEDURES

RECORDS:

Current records are located at the Parks and Recreation Department office. Historical records and some legal documentation for land acquisitions are located off site. If requested records are in archive, you will be contacted when files have been retrieved from the Thurston County Records Center and are ready for your review.

PROCEDURE FOR REQUESTING DOCUMENTS:

The public may request documents for review and copying between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Requests should be made at the Parks Department office, 2617A 12th Court, SW, and Olympia Washington 98512. The public will be asked to make all record requests in writing using the Request for Public Records form available at the Parks Department office or on the Parks Department's website, www.thurston-parks.org. Records may also be requested by sending a letter to the Parks and Recreation Department specifying the letter is to request public information.

The department may take up to 5 business days to respond to your request according to RCW 42.56. To assist the department in responding to requests, they should be as specific as possible or you may be contacted to clarify the request. The public 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 (RCW 42.56.100).

COPYING CHARGES:

Copies of documents will cost \$.15 per page; each customer will receive the first five copies free of charge. There will be a charge of \$.30 for double-sided documents and 11"x17" copies.