



Public Health and Social Services Department

Environmental Health Division ~ Personal Health Division ~ Social Services Division

412 Lilly Road NE

Olympia, WA 98506-5132

(360) 867-2500 or FAX (360) 867-2601

REQUEST FOR PUBLIC RECORDS – GUIDELINES FOR THE PUBLIC

Public Records Request Policy

The Public Health and Social Services Department (PHSS) 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 the 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 PHSS location. Historical records and tapes may be archived and located offsite at the Thurston County Records Center. If the requested records are archived, the requester will be notified when the files have been recovered from the Records Center and are ready for reviewing.

How to Make a Public Records Request

To request access to public records of Thurston County, or to seek assistance in making a request, the following procedures shall be followed:

- A. All public records requests must be directed to Thurston County's Public Records Officer, or the PHSS Public Records Coordinator. For a current list of Public Records Coordinators and for more information regarding the procedures for handling requests, please visit the County's website at: <http://www.co.thurston.wa.us/pr>.
 - **If a request is made to any other person, the request is not subject to the strict timelines provided in the Public Records Act. It is the duty of the requester to submit the request to the appropriate County staff person.**
- B. The County encourages that all requests be made in writing. A Request Form is available at all County agencies and on the County's website. Requesters should include the following information:
 - Name and address of requester;
 - Date of the request;
 - Other contact information, including telephone number and email address;

- A detailed description of the public record being requested;
- Whether the requester wants copies, or wants to inspect the requested public records;
- The address where copies are to be mailed, if copies are requested; and,
- A statement regarding whether any list of individuals contained in a record is being requested for a commercial purpose.

In-person requests must be made during the normal business hours of 8:00AM – 5:00PM at the Thurston County Public Health and Social Services Department Building located at 412 Lilly Road NE, Olympia, Washington; or directed to the Thurston County Public Records Officer addressed below:

Thurston County Board of Commissioners
Public Records Officer

Mailing Address: 2000 Lakeridge Drive SW
Olympia, WA. 98502-6045

Physical Address: 2000 Lakeridge Drive SW
Building 1, 2nd Level, Room 269
Olympia, WA 98502-6045

- C. **Email requests will only be accepted at the following Thurston County email address: tcpra@co.thurston.wa.us.**
- D. Oral requests shall be confirmed in writing as part of the County's initial five-day response. Any such requests must be made during the Department's normal business hours.

Costs For Public Records - All Fees Are Subject To Change At Any Time Without Notice

- Fifteen cents (15¢) per page for standard, (8½ x 11), black and white copies
- Ten cents (10¢) per page for scanned documents
- Actual postage and shipping costs, including the cost of required containers
- Actual staff time for custom electronic records
- No fee for inspecting public records
- No fee for locating public records and making them available for copying

Additionally, the Department may:

- Provide copies in installments;
- Require advance payment before providing any installments;
- Require a deposit for requests that are copied by a commercial vendor based on the estimated cost before copying;
- Waive copy charges for records requests valued at five dollars or less, and
- Charge less than the posted fee.