



Wahkiakum County
 64 Main Street ~ P. O. Box 586
 Cathlamet, WA 98612
 360.795.8048 – Phone

Request # _____
 Date Due: _____
 Extended To: _____
 Extended To: _____
 Extended To: _____

REQUEST FOR PUBLIC RECORDS

Name: _____ E-Mail: _____
 Street Address: _____ City, State, Zip: _____
 Home/Cell Phone: _____ Business: _____ Fax: _____

RECORDS REQUESTED: *(Please be as specific and detailed as possible in your description of the records you seek. Attach additional information, if necessary, to assist us in locating responsive records. Failure to provide sufficient information to identify the record(s) you seek, may cause delays in satisfying your request).*

PLEASE READ AND ACKNOWLEDGE UPON SUBMITTING REQUEST

Agencies must respond within five business days of receiving a public records request by: (1) providing the record; (2) acknowledging receipt of your request and providing a reasonable estimate of the time the agency will require to respond; or (3) deny the request. I understand that if a list of individuals is provided to me, it will not be used for commercial purposes, to promote the election of an official, or promote or oppose a ballot proposition, as prohibited by law, nor is it construed as giving authority to give, sell or provide access to lists of individuals requested as prohibited by the Public Records Act. Further, I understand I will be charged a minimum of \$.35 per page for normal size pages and actual costs for reproduction of rolled plans, maps and other sized copies that may be sent to an outside vendor for duplicating. Upon receipt of a public records request that is unclear, an agency may ask the requestor to clarify what information the requestor is seeking in order to produce responsive records.

- I wish to have copies / duplicates of the records indicate above.
- I wish to make an appointment to review the records indicated above before copies are made.

 Signature of Requestor Date of Request

This request is best handled by: _____ Additional Staff Copies: _____

INTERNAL USE ONLY – INFORMATION TO BE COMPLETED BY COUNTY STAFF

Date 5-Day Letter Sent: _____ Extension Letter Sent: _____ Extension Letter Sent: _____

Notes: _____

- This Request was Satisfied/Date: _____
- This Request was Not Satisfied/Reason: _____
- This Request Was Denied/Reason: _____

ACKNOWLEDGE RECEIPT OF RECORDS

Request Satisfied (sign) _____ Printed Name: _____
 County Representative: _____ Number of Copies: _____ Fee: \$ _____

**SUMMARY INFORMATION
REGARDING PUBLIC RECORDS REQUESTS**

It is the policy of the County of Wahkiakum to provide efficient and thorough access to the County's records in compliance with the Public Records Act set forth at Chapter 42.56 RCW, and any other applicable provisions of federal or state law. This summary is intended to give the basic information citizens need to make public records requests. However, this is only a summary. Complete copies of RCW 42.56 are available at the Courthouse.

| Department | Office Hours (excluding legal holidays) |
|---------------------------------|--|
| Clerk of the Board | Monday thru Thursday 8:00 a.m. to 4:00 p.m. |
| Auditor, Treasurer and Assessor | Monday thru Friday 8:00 a.m. to 4:00 p.m. |
| Public Works & Building Dept. | Monday thru Friday 8:00 a.m. to 4:00 p.m. |
| Sheriff's Office | Monday thru Friday 8:00 a.m. to 5:00 p.m. |
| Health & Human Services | Monday thru Friday 8:00 a.m. to 5:00 p.m. |

Each Department of the County has a procedure for providing "over the counter" records. Such records may be provided immediately in response to a request. Generally, over the counter records are those that can be readily identifiable, located at a single source (does not require searching multiple files or departments), and the document is routinely made available to the public. If you think the record you want might be an over the counter record, please contact the County department that would have control of that record. To request other public records, contact the appropriate department's Public Records Officer listed below, they are available for assistance and information about their own department's records.

Department Public Records Officers

| <u>Department</u> | <u>Name</u> | <u>Phone No.</u> | <u>Email Address</u> |
|----------------------|------------------|------------------|--|
| Assessor | Falon Hoven | 360.795.3791 | hovenf@co.wahkiakum.wa.us |
| Auditor | Nicci Bergseng | 360.795.3219 | bergsengn@co.wahkiakum.wa.us |
| Board of Health | Chris Bischoff | 360.795.8630 | bischoffc@co.wahkiakum.wa.us |
| Building & Planning | Dave Hicks | 360.795.3067 | hicksd@co.wahkiakum.wa.us |
| Chemical Dependency | Chris Bischoff | 360.795.8630 | bischoffc@co.wahkiakum.wa.us |
| Commissioners | Beth Johnson | 360.795.8048 | johnsonb@co.wahkiakum.wa.us |
| Community Outreach | Chris Bischoff | 360.795.8630 | bischoffc@co.wahkiakum.wa.us |
| Emergency Management | Raedyn Grassetth | 360.795.3242 | grassetthr@co.wahkiakum.wa.us |
| Human Services | Chris Bischoff | 360.795.8630 | bischoffc@co.wahkiakum.wa.us |
| Jail – Corrections | Raedyn Grassetth | 360.795-3242 | grassetthr@co.wahkiakum.wa.us |
| Mental Health | Chris Bischoff | 360.795.8630 | bischoffc@co.wahkiakum.wa.us |
| Personnel | Morgan Blix | 360.795.3219 | blixm@co.wahkiakum.wa.us |
| Prosecuting Attorney | Dan Bigelow | 360.795.3652 | bigelowd@co.wahkiakum.wa.us |
| Public Works | Chuck Beyer | 360.795.3301 | beyerc@co.wahkiakum.wa.us |
| Sheriff | Raedyn Grassetth | 360.795.3242 | grassetthr@co.wahkiakum.wa.us |
| Treasurer | Tammy Peterson | 360.795.8005 | petersont@co.wahkiakum.wa.us |
| Superior Court* | Kay Holland | 360-795-3558 | hollandk@co.wahkiakum.wa.us |

*Please contact Superior Court for divorce records

A request may be made by telephone, mail, fax, email, or delivered in person to the Courthouse. However, to avoid confusion or miscommunication, a request for public records should be made in writing. For your convenience, the County provides forms for records requests. Forms are available at the Courthouse and on the County's website.

If you would like a public record, please include the following information in your request: The date, your name, email address, full address and telephone number; as well as a description of the requested record adequate to identify it and the title and date of the requested record, if known.

If you make a request and are not immediately provided with an over the counter record, the Public Records Officer will contact you about your records request within five business days after receiving your request. Usually, the Records Officer will send you an "Acknowledgement Letter" acknowledging that the County has received the request and providing an estimate of the time when your records will be available.

Sometimes record requests are unclear. In such cases, the Records Officer may ask you to clarify what records you are seeking.

Most records of the County are available for public inspection and copying. However, some are not. You should understand that both state law and federal law place restrictions on access to certain records. If any such limitations apply to a record you have requested, the Public Records Officer will provide an explanation.

The Public Records Officer will contact you when the records you have requested are available for inspection. Sometimes, the records will be provided in installments.

After the Public Records Officer notifies you that the records are available, you should respond within 15 days. If you ignore the notice and fail to respond, the County may treat the request as abandoned.

If you want printed or digital copies of public records, there is a fee according to the published fees.