REQUEST FOR PUBLIC RECORDS  
Policy & Procedures

REQUESTS FOR PUBLIC RECORDS
North Central Regional Library (NCRL) records are available for public inspection and duplication as provided by RCW 42.56 Public Records Act. To request public records, complete a Request to Inspect Public Records form <attached>. Forms are available on our website, at the NCRL Distribution Center and branch libraries.

PUBLIC RECORDS OFFICER
NCRL’s Public Records Officer is the Finance Manager. Other Library staff members may also process records requests, as needs require.

FULFILLMENT OF PUBLIC RECORDS REQUESTS
Within five (5) business days of receipt of the request, the Public Records Officer or their designee will notify the requester if records are available for inspection or if additional time is needed to gather documents.

INSPECTION
Public records are available for inspection by appointment at the NCRL Distribution Center at 16 N Columbia St; Wenatchee, WA 98801, Monday through Friday, 8am-5pm, excluding legal holidays or upon official closure of the facility. To schedule an appointment, call 509.663.1117. No fee will be charged to inspect public records at the NCRL Distribution Center.

COPYING
If requested, NCRL will provide duplicate copies of public records for a fee of 15 cents per 8-1/2 x 11 inch page. If NCRL has to use an outside vendor to duplicate records such as photographs, blueprints or other records, the requester is responsible for payment of associated fees.

DENIAL OF PUBLIC RECORDS REQUESTS
NCRL reserves the right to deny requests for public records under provisions of the Public Records Act. If a document is exempt from disclosure, NCRL will specify the reason for the exemption. Any person who objects to the denial of records may petition in writing to the Public Records Officer for a review by the Executive Director or his designee. The review will be performed within two (2) business days of the request.

PRIVACY OF RECORDS
NCRL reserves the right to redact patron information based on RCW 42.56.310: “Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.”

ORGANIZATION OF PUBLIC RECORDS
NCRL finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given its numerous locations and separate databases, RCW 42.56.070(4). NCRL will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.
TO: Public Records Officer or designee  
North Central Regional Library  
16 N Columbia St  
Wenatchee, WA 98801  
509.663.1117

RE: Request to Inspect Public Records

Pursuant to RCW 42.56 Public Records Act, I request to inspect the following records:

(If known, provide specific information that will help locate records quickly, e.g., document titles; publication dates, etc.)

Under RCW 42.17.260 (9), Washington State does not give agencies authority to give, sell or provide access to lists of individuals requested for commercial purposes. Such use may violate the rights of the individuals named and the undersigned may be liable for damage.

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

Name (please print): ____________________________________________________________

Address _________________________________________________________________________

City __________________________ State _______ Zip _____________

Phone Number ___________________________ Email _________________________________

Signature ___________________________________________ Date ________________________