



LAKE FOREST PARK WATER DISTRICT

4029 N.E. 178th Street
Lake Forest Park, WA 98155
206-365-3211
FAX 206-365-3357

REQUEST FOR PUBLIC RECORD

In accordance with RCW 42.56

Date of Request _____

Requested By: _____

Individual _____

Organization _____

Address _____

Phone _____ FAX _____

Email Address _____

Description of Requested Records:

I certify that the information obtained through this request will NOT be used for commercial purposes.

Signed: _____ Date: _____

Return to: Lake Forest Park Water District, 4029 NE 178th Street, Lake Forest Park, WA 98155

For District Use Only

Date Processed: _____

Processed by (Employee) _____

Action Taken: _____

Number of Pages: _____ Per Pages Charges: _____ Total Costs: _____

Customer Signature: _____

**LAKE FOREST PARK WATER DISTRICT
OF KING COUNTY, WASHINGTON**

RESOLUTION 345

A RESOLUTION adopting public records disclosure policies.

WHEREAS, the Board of Commissioners desires to adopt public records disclosure policies in accordance with Washington State law.

Now, therefore, **BE IT RESOLVED**, that the District hereby adopts the following policies:

1. **PUBLIC RECORDS DISCLOSURE, RETENTION AND DESTRUCTION**

- 1.1. Public Records Available. All public records of the District are deemed to be available for public inspection and copying pursuant to these rules unless otherwise exempt pursuant to the provisions of RCW Ch. 42.56
- 1.2. Public Records Officer. The District's public records shall be in the charge of the General Manager or his/her designee who shall be responsible for implementing the District's rules and regulations regarding release of public records, coordinating the staff of the District in this regard, and generally ensuring compliance by the staff with the public records disclosure requirements of RCW 42.56.
- 1.3. Hours for Records Inspection and Copying. Public records, as identified, shall be available for inspection and copying from 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding legal holidays, subject to the availability of District staff for assistance.
- 1.4. Requests for Public Records.
 - 1.4.1. Public records, as identified, may be inspected or copied or copies of such records may be inspected or copied or copies of such records may be obtained by members of the public, upon compliance with the following procedures:
 - 1.4.2. A request shall be made in writing and presented to District staff at the District office during customary office hours, or mailed. The request shall include the following information:

- 1.4.2.1. The name of the person requesting the record;
- 1.4.2.2. The time of day and calendar date on which the request was made;
- 1.4.2.3. Public records identified for inspection or copying;
- 1.4.2.4. If the matter requested is referenced within the resolution index maintained by the District , a reference to the requested record as it is described in such current index;
- 1.4.2.5. If the requested public record is not identifiable by reference to the resolution index, an appropriate description of the record requested.
- 1.4.2.6. Within five business days of receiving a public record request, the District must either (1) provide the record; (2) acknowledge the request and provide a reasonable estimate of time to respond to the request; or (3) deny the public record request.
- 1.4.2.7. In all cases in which a member of the public is making a request, it shall be the obligation of the General Manger or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.
- 1.4.2.8. Supervision. The District may require that a member of the District's staff be present to oversee or supervise the inspection of District records to ensure that no records are lost, removed or damaged during the inspection process.
- 1.5. Copying and Shipping of Public Records. No fee shall be charged for the inspection of public records. A photocopy fee of \$0.15 per page shall apply to standard letter sized copies. Larger copies shall be charged based on actual cost plus a reasonable administrative charge.
- 1.6. The District may include shipping costs including postage and the cost of shipping containers and envelopes.
- 1.7. Right to Exempt Records from Public Inspection.
 - 1.7.1. The District reserves the right to determine that a public record requested in accordance with these procedures is exempt under the provisions of RCW Ch. 42.56.
 - 1.7.2. In addition, the District reserves the right to delete identifying details

when it makes available or publishes any public record in cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy, an unlawful or impermissible commercial use of District records or is otherwise protected by RCW Ch. 42.56. The public records officers will explain such deletion in writing.

1.7.3. All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing withholding of the record and a brief explanation of how the exemption applies to the record withheld.

1.8. Review of Denials of Public Records Requests.

1.8.1. Any person who objects to the denial of a request for a public record may appeal to the Board for prompt review of such decision by tendering a written request for review. The appeal request shall specifically refer to the written statement by the District which denied the original request

1.8.2. After receiving a written request for a review of a decision denying a public record, the Board shall consider the appeal at the next regularly schedule Board meeting. The Applicant and/or his designated representative may appear at the meeting and present evidence and argument in support of his or her position. District staff may also present evidence and argument. The Board may either affirm or reverse such denial and shall issue a final decision within ten business days.

1.8.3. Exhaustion of Administrative Remedy. A person shall not be considered to have exhausted his or her administrative remedies until the Board of Commissioners has issued a final decision on the person's appeal.

1.9. Records Index.

1.9.1. Extent of Index. The District has available to all persons an index which provides identifying information as to all resolutions passed by the Board of Commissioners. The District has not indexed all of its public records on the basis that it would be unduly burdensome to do so and it would not necessarily assist members of the public in locating requested information.

1.9.2. Use of Index. The resolution index prepared by the District shall be

available to all persons under the same rules and conditions as are applied to public records available for inspection.

PASSED BY THE BOARD OF COMMISSIONERS LAKE FOREST PARK WATER DISTRICT OF KING COUNTY, WASHINGTON, at its regular meeting held August, 13, 2012.

President and Commissioner

Commissioner

Attest:

Commissioner
