



# Public Records Request Procedure

The Spokane Regional Health District (SRHD) provides access to identifiable public records (records that can be reasonably located) for review or copying in compliance with the Washington State Public Records Act. The Public Records Act does not require agencies to provide or create records that do not exist at the time of the request, and it prohibits releasing lists of individuals for commercial purposes [RCW 42.56.070(9)].

**The more specific you can be regarding the records you are seeking, the more accurately and quickly we can respond.**

**The request should include:**

- The subject of interest or type of documents you are seeking
- The address, location, or site information, if applicable
- The specific dates or date range for which you are requesting records
- A mailing address, phone number or e-mail for return correspondence

**Public records can be requested through the following methods:**

1. E-mail      prhoades@srhd.org
2. Mail:        Attn: Public Records Officer  
Spokane Regional Health District  
1101 W. College Avenue  
Spokane, WA 99201
3. Fax:         509-324-1507
4. In person: Spokane Regional Health District  
1101 W. College Avenue, Room 330  
Spokane, WA 99201

**SRHD will respond to a request for public records within five business days.**

**We will respond by:**

1. Acknowledging receipt of the request and providing an estimate of the time required to respond. Requests are completed in the order they are received. Additional processing time may also be necessary due to the size of the request, a need to clarify the request, or time required to review the documents and remove any information exempt from disclosure (RCW 42.56.210-42.56.480; RCW 70.02); or
2. Providing the records for inspection or copying after payment of any applicable fees; or
3. Indicating that we have no documents that meet the criteria of the request; or
4. Denial of the request. If a request for public records is denied, the specific sections within the Public Records Act justifying the denial will be provided.

**Public Records Fee Schedule:**

(An estimated copy deposit of 10% may be required.)

- Copies ..... \$0.15 per page
- Large maps/site plans .... actual cost incurred by agency
- Postage ..... actual cost incurred by agency

## More about the Washington State Public Records Act

The Washington State Public Records Act, Chapter 42.56 in the Revised Code of Washington (RCW), requires government agencies to make identifiable public records available for inspection and/or copying unless the record is exempt from disclosure. A public record is “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics” [RCW 42.56.010(3)].

A writing is defined as “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated” [RCW 42.56.010(4)].

**Questions:** please contact Patricia Rhoades, at prhoades@srhd.org, or 509-324-1439.