

Ordinance No. 372

AN ORDINANCE amending Grays Harbor County Code Title 2 and Ordinance No. 370 regarding e-mail requests for public records.

Be it ORDAINED by the Board of Commissioners of Grays Harbor County as follows:

Section 1. New chapter to Title 2 established by Grays Harbor County Ordinance 370, and Ordinance 370, Section 6 (2008) is amended to read as follows:

SECTION 6: Public Records Requests - How Made.

A. Public records may be inspected and/or copies may be obtained under the following procedures:

1. A request for public records shall be directed to the Public Records Officer for the office or department having custody or control of the requested records. If the location of records is unknown, then the request may be made to the Public Records Officer for the Board of County Commissioners.
2. A request for public records shall be made in writing upon a standard form promulgated by the Public Records Officer for the County designated by the Board of Commissioners, which shall be made available at the office of each agency's public records officer and on-line at: <http://www.co.grays-harbor.wa.us/> and include the following information:
 - a. The requester's name, mailing address, and telephone number;
 - b. The date of the request;
 - c. A clear indication that the document is a "Public Records Request;"
 - d. Whether the request is to inspect the public records or for copies of public records, or both;
 - e. A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records;
 - f. If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law; and
 - g. Whether the request is for printed or digital copies of the public record.

~~((Electronic mail requests for public records are not permitted. A request for public records must be delivered during normal business hours, sent regular mail or faxed to the Public Records Officer.))~~

3. If an elected official or department maintains indexed records specifically for public inspection and copying, the Public Records Officer may permit inspection

and copying in response to an oral request. However, the Public Records Officer shall require a written request if the request is for or the response may include any of the following:

- a. A list of individuals;
- b. Categorical requests not identifying a specific public record;
- c. Subjects of current, threatened or potential litigation;
- d. More than 100 pages;
- e. Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
- f. Public records or information exempt from disclosure.

B. The County shall develop and maintain forms to facilitate public record requests.

C. Requests for inspection or copying of public records maintained by an agency of the State of Washington or another government agency must be made to such agency and will be subject to that agency's rules and regulations, including required forms and fees.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance is held invalid, the remainder of the chapter or the application of the provision to other persons or circumstances is not affected.

PASSED by the Board of County Commissioners this 10th day of March, 2008.

GRAYS HARBOR COUNTY
BOARD OF COMMISSIONERS

Albert A. Carter, Chair

Mike Wilson, Commissioner

Bob Beerbower, Commissioner

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

H. STEWARD MENEFEE
PROSECUTING ATTORNEY

By: _____
Senior Deputy Prosecuting Attorney