

Effective August 4, 2014

Approved by


Allyson Brooks, Director, State Historic Preservation Officer

PRO-X02 Applying the Public Records Act

All employees, interns, and volunteers of the Department of Archaeology and Historic Preservation (DAHP) are considered public record custodians and will follow these policies when applying the Public Records Act.

All employees must take annual training in the Public Records Act offered by DAHP or its agents. New employees will take this training by reading training materials and attesting to that fact to the DAHP Public Records Officer within 30 days of their start date.

1. The Records Officer Compiles All Public Records Requests

Members of the public who wish to inspect DAHP records are encouraged to submit a Public Records Request in writing, and must provide the following information.

- The date and time of the request.
- The name of the person making the request.
- Specific description of records requested, i.e. subject, time frame, etc.

2. Response to Public Records Requests

DAHP will promptly respond to all Public Records Requests within 5 business days by either:

- Making the requested record(s) available; or
- Asking for clarification if the request is unclear; or
- Make a portion of the records available in installments as they are assembled; or
- Denying the request; or
- Acknowledging the request and providing a reasonable estimate of time needed to respond.

3. Denials of Requests Must State Why

Any denials of requests for Public Records must state in writing the specific reason for the denial. A statement of the specific exemption and how it applies to the record withheld must be provided.

4. Requests May Need Clarification

DAHP may ask for clarification if the request is unclear. If the requestor fails to clarify, DAHP will not fulfill the request.

5. Exemptions from Public Disclosure

Some records are exempt from Public Disclosure, and will not be released to the general public (Chapter RCW 42.56).

The Records Officer may also redact identifying details when it may result in an invasion of personal privacy interests (RCW 42.56). The Records Officer must detail the reason for each exemption/redaction by use of an exemption/redaction log which is provided to the requester.

6. The Director Handles All Appeals of Denials

Any person who objects to a denial of a Public Records Request may petition for review by the Director. The requestor must submit this request in writing. The Director (or someone entitled to act on his or her behalf) will either affirm or reverse the decision within two business days.

7. Copies Cost \$0.15 a Page

Requestors may inspect non-exempt records at no charge 8:00 am to 5:00 pm Monday through Friday, excluding state holidays. Any copies made will be charged \$0.15 per page payable by check or money order. All redacted records produced and prepared for mailing to requester will require prepayment by check or money order to cover copy and mailing costs.

See also RCW 42.56, RCW 42.56.210, RCW 42.56.300