

Policy No: LGL-33
Revision No: 2
Effective Date: 01/03/18



PUBLIC RECORDS REQUESTS

1.0 PURPOSE AND SCOPE

Public Utility District No. 1 of Franklin County (the “District”) is committed to providing the public full access to public records in accordance with the Washington State Public Records Act (the “Act”), found at Revised Code of Washington (RCW) 42.56, and the Model Rules on Public Disclosure, found at Washington Administrative Code (WAC) 44-14. The Act requires public agencies to provide the public full access to identifiable records concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of government.

This Policy provides rules for the District to implement the provisions of RCW 42.56 relating to public records of the District and to provide guidance to the public in obtaining access to public records. RCW 42.56.070(1) requires the District to make available for inspection and copying non-exempt public records.

This Policy shall be available at the District’s Administration building, 1411 W. Clark Street, Pasco WA 99302, during regular business hours of 8:30 am – 5:00 pm, Monday through Friday, and anytime on the District’s website at www.franklinpud.com.

2.0 DEFINITIONS

Bot Request: A Records Request that is automatically generated by a computer program or script, sent multiple times to the District during a 24-hour period. The District may deny such Bot Requests when responding to multiple Bot Requests would cause excessive interference with other essential functions of the District; [RCW 42.56.080](#).

Exempt Information: All District records are available for review by the public unless the records or information is specifically exempt or prohibited from disclosure by state or federal law.

Identifiable Record: A record that is in existence at the time the Records Request is made, and that District staff can reasonably locate.

Public Record: Recorded information relating to the conduct or performance of the District.

Public Records Officer: The employee designated by the District to serve as the point of contact for members of the public requesting public records and who provides implementation and Policy compliance for Records Requests submitted to the District.

Records Request: The request for Public Records made to the District pursuant to the Act.

Requester: The person that has made a Records Request to the District.

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3.0 DISTRICT FORMATION AND ORGANIZATION

The District is a municipal corporation formed and organized pursuant to Title 54 RCW, Public Utility Districts. The District is governed by three publicly elected Commissioners. More information about the District is available at www.franklinpud.com.

4.0 REQUESTS FOR PUBLIC RECORDS

In accordance with the requirements of RCW 42.56 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copies of such records may be obtained by members of the public upon compliance with the following procedures.

4.1 Submittal of Requests

All requests for public records or for assistance in making such a request shall be directed to the Public Records Officer in any of the following manners:

In Person/by Phone/Fax:	By Mail:	By E-Mail:
1411 West Clark Street Pasco, WA, 99302 Phone: 509-547-5591 Fax: 509-547-1655 Hours: 8:30 am to 5:00 pm Mon-Fri (except on holidays)	PO Box 2407 Pasco, WA 99302-2407	publicrecords@franklinpud.com

4.2 Preservation of Public Records

The Public Records Officer shall, to the extent practicable, insure that records requested are not removed from the premises nor portions thereof removed by members of the public except as necessary to make copies by a District employee or private copy business contracted by the District. Documents shall not be released to the public for the purpose of allowing the Requester or a copy business contracted by the Requester to make copies.

4.3 Request Format

The District encourages that all Records Requests be made in writing on the Public Records Request Form (Attachment A), which is available at the District's Administration building and on the District's website at www.franklinpud.com. Requests may be submitted in person, orally, by mail, fax, or e-mail.

Requests should include the following information:

- Your name, mailing address and contact phone number/e-mail address;
- The date you submit your Records Request;
- A clear indication that you are requesting public records pursuant to the Act, such as a document heading or title that reads "A Public Records Request", to help ensure the