ISLAND COUNTY PUBLIC RECORD PROCEDURES

Island County government is organized into separate departments and offices of independently elected officials. Each department and office is a "local agency" responsible for its own records under the definition in RCW 42.17.020(1). There is no central office with access and responsibility to maintain and control all records. The separate departments and offices are listed on the attached organizational chart entitled "Island County Department List." You can make any request you have for public records by writing to the specific office's public records officer identified below. The request should identify the particular record desired with enough specificity so it can be located. Individual county departments may have specific public record request forms available.

Copies of records shall be made at the costs indicated in Resolution No. C-33-96 attached.

By Resolution C-01-95, the Board of County Commissioners and the other independently elected county officials determined that an index of records would not be required as allowed by RCW 42.17.260(4). A copy of that resolution is attached.

Substantive and procedural ordinances and resolutions of a permanent nature adopted by the Board of County Commissioners and Board of Health are compiled in the official Island County Code available for inspection and copying in the County Law Library located on the second floor of the Law and Justice Center. An on-line version of the Island County Code is available on the Internet as a hyperlink from the Island County Government webpage, **http://www.islandcounty.net/**. Because the code book is only updated once a year, and the on-line version is updated once a quarter, you may need to inspect the records in the following location to ensure that the provision you are looking for is current. All ordinances, resolutions, and other records of documents adopted by the Board of County Commissioners are available in the Board's record of proceedings available at the Island County Auditor's Office, Administration Building, 1 NE 7th Street, Coupeville, WA.

Prosecuting Attorney
Caroline Morse
Public Records Officer
P.O. Box 5000, Coupeville, WA 98239
360-679-7363

FOR PERMANENT POSTING IN THE PUBLIC AREA OF THE CENTRAL OFFICE OF EACH ISLAND COUNTY DEPARTMENT

BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS

ORDER REGARDING RECORDS INDEX	)))	Res. C-01-95

The Board of County Commissioners finds that it would be unduly burdensome and costly to Island County taxpayers, and would interfere with effective and timely county office operations, to develop an index of records as specified in RCW 42.17.260(3), because of the complexity and diversity of county office operations and the resulting volume of correspondence, reports, surveys, staff studies, and other materials. County offices will make available for public inspection and copying all indexes prepared pursuant to other authority.

Dated this 23rd day of January, 1995.

BOARD OF ISLAND COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

WM. L. MCDOWELL, CHAIRMAN

MIKE SHELTON, MEMBER

TOM SHAUGHNESSY, MEMBER

BOARD OF CO. COMMISSIONERS EST ISLAND COUNTY 1853 WASHINGTON

ATTEST:

ART HYLAND, AUDITOR AND EX-OFFICIO CLERK OF THE BOARD

THE FOLLOWING APPROVE OF THE ORDER REGARDING RECORDS INDEX

RESOLUTION C-01-95

THOMAS A. BAENEN, ASSESSOR

ART HYLAND, AUDITOR

MARILEE BLACK, COURT CLERK

ROBERT W. BISHOP, CORONER

WILLIAM N. HAWKINS
PROSECUTING ATTORNEY

OWEN BURT, SHERIFF

MAXINE SAUTER, TREASURER

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF RE-ESTABLISHING) A SET FEE FOR COPIES OF RECORDS) PROVIDED TO THE PUBLIC)	RESOLUTION NO. C-33-96

WHEREAS, the State Legislature by ESSB 5597, chapter 341, Section 1, 1995 Laws, provided that government agencies need to calculate the actual per page costs in providing photocopies of public records to charge any rates in excess of 15 cents per page; and

WHEREAS, Island County has calculated the actual per page costs of photocopying records to include the cost of paper, use of County copying equipment and County employee cost for making the copies (with no fee for locating the documents and making them available); and

WHEREAS, the actual cost of making a copy is approximately 60 cents per page for standard 8-1/2" X 11" copies and 8-1/2" X 14" copies; and

WHEREAS, the average labor cost to the County of employee wages and benefits to perform copying services is approximately 25 cents per minute; and

WHEREAS, the statement of the actual per page cost, factors and manner used to calculate the cost, is available for public inspection and copying; and

WHEREAS, the Board wishes to make copies available to the public at a lower cost than the County's actual cost to assist the public in receiving material to review County actions; NOW, THEREFORE,

BE IT HEREBY RESOLVED by the Board of County Commissioners of Island County, Washington, that the following charges will apply:

(1) Copies of documents 8-1/2" X 11" or 8-1/2" X 14": 25 cents/copy;

(2) Where charges are established by state law: As prescribed;

(3) Copies of computer disks: cost of the blank disk plus the cost of the employee's time at 25 cents per minute for time required to copy the material onto the disk;

(4) Copies of documents larger than 8-1/2" X 14": actual cost of labor at 25 cents per minute plus cost of supplies and equipment usage;

(5) Postage and any other actual delivery costs shall be added to the above.

Resolution No. C-43-87 is hereby repealed.

ADOPTED this 10th day of June, 1996.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

TOM SHAUGHNESSY, CHAIRMAN

WILLIAM L. "MAC" McDOWELL, MEMBER

MIKE SHELTON, MEMBER

ATTEST:

ART HYLAND, AUDITOR & EX-OFFICIO CLERK OF THE BOARD