

Island County Board of County Commissioners

REQUEST FOR PUBLIC RECORDS

Public Records Contact: Pam Dill, Records Officer
Island County Administration Bldg., Room 214
1 NE 7th Street
PO Box 5000
Coupeville, WA 98239
(360) 679-7353
<mailto:pamd@co.island.wa.us>

Alternate(s): [Virginia Shaddy](#), Administrative Assistant (360) 679-7354
[Debbie Thompson](#), Administrative Assistant (360) 679-7385

Office hours: 8:00 a.m. to 4:30 p.m. Monday - Friday

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.** There is no central office with access and responsibility to maintain and control all records. The separate departments and offices are listed on the organizational chart entitled “[Island County 2016 Public Records Disclosure Contact Information](#).” It will help guide you in determining who to contact and submit your public records request to.

Public records are available upon written request for inspection and disclosure. Requests for inspection and disclosure of public records should identify the particular record desired with enough specificity so it can be located.

Most requests are filled within five days. If additional time is necessary to gather the appropriate records, the Record’s Officer will inform you within the five day time period, along with a date of when records can be expected.

Records that are part of a larger set may be made available on a partial or installment basis as records are assembled or made ready.

Cost per printed page copied: \$.25 No fee is charged for the inspection of public records.

A deposit may be required in an amount not exceeding 10% of the estimated cost of providing copies for a request. If a request for copies is made on available on a partial or installment basis, a charge may be made for each part of the request as it is provided.

Island County
Board of County Commissioners

1 NE 7th Street, P.O. Box 5000, Coupeville, WA 98239-5000
Phone: (360) 679-7354 Fax (360) 679-7381

REQUEST FOR PUBLIC RECORDS

Today's Date: _____

Print Name: _____

Mailing Address: _____

_____ [CITY] _____ [STATE] _____ [ZIP CODE]

Phone number where I can be reached during day: _____
[AREA CODE] [PHONE]

Email Address: _____

Identification or description of records (include date, as best known):

Upon locating documents I request:

- | | |
|---|---|
| <input type="checkbox"/> Inspection Only | <input type="checkbox"/> Printed records only |
| <input type="checkbox"/> Copy All (\$.25 per printed page) | <input type="checkbox"/> Electronic records only |
| <input type="checkbox"/> Inspection, then copy selected pages | <input type="checkbox"/> Print and electronic records |

Date desired: _____ [Most requests are filled within five business days]

If my request is for a list of individuals, I certify under penalty of perjury under the laws of the state of Washington that the information obtained through this request will not be used for commercial purposes. I understand that the county does not warrant the accuracy or completeness of data provided electronically.

Date: _____

Place: _____ [SIGNATURE]

FOR COUNTY USE

DATE

INITIALS

DATE RECEIVED:

FIVE-DAY NOTICE SENT:

ADDITIONAL TIME REQUESTED:

REQUEST SATISFIED:

EXEMPTION STATEMENT PROVIDED:
