

Spokane Housing Authority  
Procedures for Inspection and Copying of Public Records  
Under the Revised Code of Washington – Title 42 Chapter 56

The State of Washington, in RCW 42.56 et seq., commonly known as the Public Records Act, has established guidelines for public agencies regarding their responsibility to make public records available for public inspection and copying. Spokane Housing Authority, in accordance with the Public Records Act, hereby publishes the following procedures for the public's guidance on these matters.

The central office of the Spokane Housing Authority (SHA) is located at 55 W. Mission Spokane, Washington, 99201.

All public records of SHA are available for inspection and copying, in accordance with and as limited by the Public Records Act, Washington law, and these procedures. All requests for public records should be made, in writing, and addressed to:

Executive Director  
55 W. Mission  
Spokane, WA 99201

The request for public records shall include the name of the requesting person, and the requesting person's mailing address and daytime telephone, so that staff of SHA can contact the requesting person as needed, for purposes of corresponding with the requesting person, providing the public records, making other arrangements for inspection and copying, seeking clarification of the request for public records, or for other purposes related to responding to the request for public records.

Requests for public records need to clearly name or describe the document(s) desired. By law, SHA is not required or obligated to create a new document with the information requested if one does not already exist.

The SHA shall promptly respond to requests for public records. Within five (5) business days of receiving a public record request, SHA shall respond to the request by one of the following actions: (1) providing the requested public record(s); (2) acknowledging that SHA received the request and providing a reasonable estimate of the time that SHA will require to respond to the request; or (3) denying the public record request.

Additional time required to respond to a request for public records may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

In acknowledging receipt of a public record request that is unclear, the SHA may ask the requesting person to clarify the scope or intent the request and/or the identity or nature of the public records that the requesting person is seeking. If the requesting person fails to clarify the request, the SHA is not required to respond to the request.

Public records and information will not be provided when exempted from public disclosure pursuant to RCW 42.56 et seq. or pursuant to other statute that exempts or prohibits disclosure of specific information or records. It is the policy of SHA to prevent the unreasonable invasion of personal privacy interests when public records are published or made available.

In the event that SHA denies a request for public records, the denial shall be made in writing and shall include a written statement of the specific reasons that the public records request was denied. In the event that SHA deletes identifying details in a public record in order to protect against the unreasonable invasion of personal privacy interests, the justification for the deletion shall be fully explained in writing.

Public records are available for inspection and copying during the customary office hours of SHA. SHA charges \$.10 per page for photocopies of public records. SHA charges all costs directly incident to shipping public records, including the cost of postage or delivery charges. SHA may charge the cost of any container or envelope used.

If it is determined that the request for copies of public records will place an unreasonable burden on the agency's staffing resources, access to the public records and use of a copy machine will be provided at 55 W. Mission, Spokane, WA between the hours of 9:00 a.m. and noon and 1:00 p.m. to 4:00 p.m. Monday through Friday, excluding legal holidays.

The Board of Commissioners of SHA has determined that it is unduly burdensome to create and maintain an index of all records as outlined in RCW 42.56 due to the size and workloads of the staff. Any indexes used internally will be provided to the public upon request.

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