

Spokane Housing Authority

Public Records Policy

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 25 W. Nora Ave., Spokane, Washington, 99205. Please contact the Communications Coordinator at 509-252-7125 or pr@spokanehousing.org for the most accurate location and office hour information.

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 through the website at www.spokanehousing.org or in writing, and addressed to:

Communications Coordinator
25 W. Nora Ave.
Spokane, WA 99205

The request for public records shall include the name of the requesting person, their mailing address, email 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 and stating the specific reasons for the denial.

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.

Some records are exempt from disclosure, in whole or in part, pursuant to RCW 42.56 et seq. or other statute that exempts or prohibits disclosure of specific information or records. SHA reviews records prior to disclosure for such exemptions and to prevent the unreasonable invasion of personal privacy interests.

If SHA believes that a record is exempt from disclosure and should be withheld, it will state the specific exemption and provide a brief written explanation of why the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions are being redacted. Public records are available for inspection and copying during the customary office hours of SHA. SHA charges the following, as allowed by RCW 42.56.120:

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
- Ten cents per page for records scanned into an electronic format or for the use of agency equipment to scan the records;
- Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery;
- Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically;
- Actual cost of any digital storage media or device provided by the agency;
- Actual costs of sending or providing public records, including the cost of postage or delivery charges;
- Actual cost of any container or envelope used;
- A customized service charge when the use of information technology expertise to prepare data compilations or provide customized electronic access services when such compilations and customized access services are not used by the agency for other agency purposes. This will be based on actual cost of providing these services. SHA will provide prior notice to the requestor if such a charge will apply.

The foregoing charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request. If SHA imposes charges above for the actual cost of a service, the actual costs must be supported by receipts or invoices with the item and cost listed in relation to the direct incident of the request.

SHA will provide an estimate of costs to the requestor prior to disclosure. A ten percent deposit will be required for requests estimated at \$50 or more and may require partial or

installment payments.

Other agreements regarding costs and estimates may occur, according to RCW 42.56.120.

SHA may provide records in installments, if it reasonably determines that it would be practical to provide the records in that way. If an installment or partial record request is not claimed or reviewed within 30 days, the agency may stop searching for the remaining records and close the request.

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.