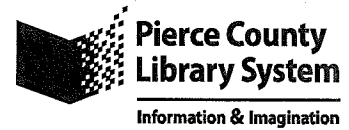


M E M O



Date: April 30, 2012

To: Chair Stephen Albers and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Public Records Request Board Policy and Administrative Policy

Attached are three documents related to a revision of the library's public records request policy.

- Current Administrative policy (Requests for inspection or copies of PCL documents)
- New Board policy (Public Records Requests)
- New Administrative policy (Public Records Requests Process)

I've been working with attorneys Don Cohen and Eric Christensen to revise our 1995 policy regarding the handling of public records requests. It was originally named "Requests for Inspection or Copies of PCL Documents" and now so named "Public Records Request". Revisions to the policy include corrected RCW citations and incorporate acceptable methods for process, delivery, charges, and handling, as well as exemptions and denials. The Library has been adhering to these already and has kept in stride with current provisions under the Public Records Act, but the policy needed updating. Pursuant to the policy, an internal procedure is being worked on and will be made available to staff within the next couple months.

The Board and Administrative policies will be made available to the public by posting it on our public website.

Board action via motion is required to pass the Board policy.