

Requesting Public Records

The City of Sequim's central office is located at 152 West Cedar Street, Sequim, Washington. The city has other departments such as Public Works located at 615 North Fifth Avenue and the Police Department at 609 W. Washington, Suite 16.

Any person wishing to complete a Request Form of public records belonging to the City of Sequim, or seeking assistance in making such a request should contact

Karen Kuznek-Reese, CMC,
City Clerk/Public Records Officer
City of Sequim
152 West Cedar Street
Sequim, Washington 98382
Telephone number (360) 683-4139
Fax number (360) 681-3448

The Public Records Officer (PRO) will oversee compliance with the Act but another staff member may process the request. The PRO or designee will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the City of Sequim.

Public records are available for inspection during normal business hours, Monday through Friday 7:30 a.m. to 4:00 p.m., excluding legal holidays. Records must be inspected at the city offices.

There are many exceptions to the requirement that public records be disclosed. When determining whether a record falls within one of the exceptions to disclosure, it is important to note that the courts read the exceptions very narrowly and favor disclosure. The public records identified in Appendix C, and future amendments thereto, are incorporated in this chapter and shall be exempt from public inspection and copying. The list is "for informational purposes" only and an agency's failure to list an exemption "shall not affect the efficacy of any exemption."

Public Records requests must include:

- Name and address and contact information for requestor.
- Description of public records adequate to locate the records.
- Date of request.

You will receive a response within five business days.

NOTE: Many public records are currently available on the [City's web site](#) at no cost. Examples include Projects, Comprehensive Plan, critical areas and shoreline updates, Budget, City Council, Planning Commission and other committee meetings (current and past), ordinances, resolutions, City Code, and other reports.

The Public Records Officer will make records available for inspection and copying by appointment during normal business hours, excluding legal holidays. Requestors will not remove documents from the viewing area or disassemble or alter any document.

The requestor will indicate which documents he or she wishes the City to copy.

Cost for Public Records

There is no fee for inspecting public records.

- **Black & white copies** \$.15 per page
- **Mailing** Actual cost of postage and shipping container
- **Other media** Actual cost of reproduction


(Color, electronic and/or information provided on a disk or CD-ROM)

Payments by cash, check, or money order payable to “City of Sequim.”

For large requests, the City may:

- Require a deposit of up to ten percent of estimated cost before making copies
- Provide copies in installments
- Require advance payment before providing further installments.

Role of Public Records Officer

- Oversee compliance with the [Public Records Act](#) 
- Provide the “fullest assistance” to requestors
- Coordinate response to requests with departments and offices
- Provide most timely possible & efficient action on requests
- Fulfill requests without excessive interference with city business
- Protect public records from damage or disorganization

Records Index

There is no single index of City records. City of Sequim government has various departments and offices. The records are complex and stored in multiple locations. The Public Records Officer will coordinate with departments to assure compliance with the Public Records Act.

Response to Records Requests

Within five business days of receipt of the request, the Public Records Officer or designee will do one of the following:

- Make the records available for inspection or copying.

- Send copies to requestor if payment has been received.
- Provide a reasonable estimate when records will be available.
- Contact requestor to request clarification.
- Deny the request citing reason for denial.

If a requestor does not receive a response within five days, he or she should contact the Public Records Officer to determine the reason.

Some Records Exempt from Disclosure

The Public Records Act lists types of documents [exempt](#) from public inspection and copying. [Other laws](#) also prohibit disclosure of certain records.

The City will NOT disclose lists of individuals for commercial purposes.

If only a portion of a record is exempt from disclosure, the Public Records Officer or designee will redact the exempt portions before providing the document.

Special Considerations

If a requestor has not reviewed or claimed records within thirty days of notice that records are available or fails to make payment, the Public Records Officer may close the request.

If requested records contain information that may affect rights of others, before providing the records, the Public Records Officer or designee may give notice and allow time for action by the other parties.

After a request has been filled, if the Public Records Officer becomes aware of additional documents existing at the time of the request, these will be provided to the requestor on an expedited basis.

An agency must ***only provide access to public records in existence at the time of the request.*** An agency is not obligated to supplement responses. Therefore, if a public record is created or comes into the possession of the agency after the request is received by the agency, it is not responsible to the request and need not be provided. A requestor must make a new request to obtain subsequently created public records.

Requesting Review of Denials

A requestor may send a written petition to the Public Records Officer in order to have any disclosure denial reviewed. The City Attorney will consider petitions and affirm or reverse the denial within two business days following the receipt of the petition by that office.

Within two business days of an initial denial, a requestor may obtain court review. See the Revised Code of Washington (RCW) for more information.

- [RCW 42.17.340](#) 🌐
- [RCW 42.56.550](#) 🌐