

Instructions for Submitting a Public Records Request

Kitsap Regional Library (Library) is a public agency that fully complies with Washington's Public Records Act. The Library will provide a requestor with the "fullest assistance," as required by law to provide access to its public records for inspection or copying, except those exempted or prohibited by law, in accordance with these procedures. Requests that could be used to identify library patrons and/or their use of library materials or information are exempted from public disclosure to protect patron privacy, [RCW 42.56.310](#). Certain other exemptions including personnel matters and items relating to land acquisition, labor negotiations, and national security, among others, are identified in [RCW 42.56.210](#), et seq.

A public records request must be made in writing using one of the methods listed below and submitted to the Public Records Officer:

- Online Public Records Request form available at www.krl.org/publicrecords/.
- By letter addressed to: Public Records Officer, Kitsap Regional Library, 1301 Sylvan Way, Bremerton, WA, 98310.
- By fax to (360) 860-5065.
- By email request to: precords@krl.org.

A person who elects not to use the Request for Public Records Form shall include in his/her request the following information:

- (a) Name and address of requestor;
- (b) Contact information, including telephone number and email address;
- (c) The date and time of day of the request.
- (d) A description of the requested record(s) adequate for the Public Records Officer to locate the record(s); and
- (d) Whether the requestor seeks to inspect the records, receive a copy of them, or inspect the records first and then consider selecting records to copy; and

An acknowledgement of the public records request will be provided within 5 business days of receipt of the request. In calculating the 5-day response time, the day the request was received, legal holidays, and Saturday and Sunday are excluded.

Questions? Please see the [Public Records Library Policy](#) for more details on our website or contact Tammy Jeffries, Executive Assistant and Public Records Officer, at precords@krl.org or 360-405-9158.

REQUEST FOR PUBLIC RECORDS FORM

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Requests will be made using the following form or by providing the same information in writing:

Name _____

Address _____

Phone _____ Date of Request _____

Email _____
Address _____ Time of Request _____

Records Requested. If the name of the record is not known, please provide an adequate description for the Public Records Officer to locate the records.

Select one of the following:

- ☐ I wish to inspect the requested records by:
 - ☐ Making an appointment to view the records
 - ☐ Accessing via an online link; OR
- ☐ I wish to receive a copy of the requested records; OR
- ☐ I wish to inspect the requested records first, and then consider selecting records to copy.

Signature _____

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