

Instructions for Submitting a Public Records Request

Kitsap Regional 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 the law requires 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.

To obtain public records, submit your request in writing using one of several methods:

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

Please include enough information to allow the PRO to correspond with you and fulfill your request, such as:

- (a) Name and address
- (b) Telephone number and/or 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

Acknowledgment of the public records request will be provided to the requestor within five business days of receipt. In calculating the five-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 or contact the Public Records Officer at precords@krl.org or 360-405-9158.

REQUEST FOR PUBLIC RECORDS FORM

The Kitsap Regional Library is a public agency that fully complies with Washington’s Public Records Act. Kitsap Regional Library will provide access to its public records for inspection or copying, except those exempted or prohibited by law (RCW 42.56, in accordance with the instructions attached to this Request For Public Records Form and [Public Records Library Policy](#).

Name _____

Address _____

Phone _____ Date of Request _____

Email Address _____ Time of Request _____

Records requested. Please request a specific identifiable record or series of records. The more precisely you identify the records you seek, the more efficiently and effectively we can locate and provide appropriate documents. Please limit to one subject per request.

Select one of the following:

- I wish to make an appointment to view the records
- I wish to access records via an online link
- I wish to receive a copy of the requested records
- I wish to inspect the requested records first, then consider selecting records to copy.

Signature _____

Questions? Please see the [Public Records Library Policy](#) for more details or contact the Public Records Officer at precords@krl.org or 360-405-9158.