

Skagit County EMS Commission

Policy Statement

Administration: Public Records

Purpose: This policy is required and intends to meet the requirements of Chapter 42.17 RCW Open Public Records.

History: The Commission is requested from time to time to make available the Commission's records to the public for various reasons.

ACCESS TO PUBLIC RECORDS

- 1. Public Record:** Public records of Skagit County EMS Commission include any writing, film, video recording, disk, recording or data compilation containing information relating to the conduct of performance of any governmental function prepared, owned, used or retained by the Commission except records and information exempt from public inspection and copying under RCW 42.17.310 or other applicable statutes, such as HIPAA and Homeland Security Act.
- 2. Public Records Availability:** All public records of the Commission as defined above are available for public inspection and copying pursuant to these rules, except as otherwise provided by Chapter 42.17 RCW and other applicable statutes, such as HIPAA and Homeland Security Act.
- 3. Location of Records:** The Commission's public records shall be maintained at the main Commission office in the custody of the Commission staff who shall be responsible for the implementation of these rules.
- 4. Hours for Inspection and Copying:** Public records shall be available for inspection and copying by appointment and by written request with response being from three to four working days.
- 5. Request for Public Records:** In accordance with the provision of Chapter 42.17 RCW, public records may be inspected and copied or copies obtained by members of the public as follows:
 - 5.1** Request shall be made in writing to the Commission records custodian and shall include the following:
 - 5.1.1** A completed Request for Public Records form or Request for Ambulance Transport Records/Claims form.
 - 5.1.2** The name and address of the person requesting the record.
 - 5.1.3** The time of day and calendar date on which the request is made.
 - 5.1.4** The nature of the request.
 - 5.1.5** An appropriated description of the record request.
- 6. Fees:** No fee shall be charged for the inspection of public records. The following charges shall be imposed to reimburse the Commission for cost incurred in providing public records. In the event the Commission is requested to mail the requested copies, an additional charge in the amount of the actual or estimated postage shall be made.

- 6.1 General Records:** With the exception of medical incident reports the Commission shall charge a fee of one dollar (\$1.00) for providing a copy of the first ten (10) pages and twenty-five cents (\$.25) per page for providing copies of each additional page of a Commission record.
- 6.2 Medical Incident Reports:** In accordance with Chapter 70.02 RCW, the Commission shall charge a clerical fee for searching and handling requests for medical incident reports of twenty dollars (\$20.00) for each report. In addition, the Commission shall charge eighty-eight cents (\$.88) per page for the first thirty (30) pages and sixty-seven cents (\$.67) per page for all additional pages of each report.
- 6.3 Other Media Formats:** For copies of other media formats, including Compact Discs, Video Cassettes, Audio Cassettes, Zip Disks, and Computer Diskettes, the Commission shall charge a fee of ten dollars (\$10.00) per item, unless professional copying services are required, in which case actual costs will be charged.

7. Exemption from Public Inspection

- 7.1** The Commission reserves the right to determine that a record requested is exempt in whole or in part from public inspection under RCW 42.17.310 or other applicable statutes, such as HIPAA and Homeland Security Act.
- 7.2** In accordance with RCW 42.17260, the Commission reserves the right to delete identifying details when it makes available any public record in any case where there is reason to believe that disclosure of details would ban an invasion of personal privacy protected by Chapter 42.17 RCW. The employee who deletes information shall fully justify the deletion in writing.

8. Review of Denials

- 8.1** Any person who objects to the denial of a request to inspect or copy a public record may petition for a prompt review of the decision by submitting a written request for review.
- 8.2** Upon receipt of a written request for review of a decision denying inspection or copying of a public record, the employee to whom the request has been submitted shall refer it to an Elected Officer of the Commission. The Elected Officer shall immediately consider the matter and either affirm or reverse the denial. The final decision shall be rendered to the individual who requested the record within a reasonable period of time after the denial of the request.
- 8.3** Administrative remedies shall not be considered exhausted until the Commission has responded to the request with its decision or until a period of five business days has elapsed since the receipt of the request by the Commission.

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