

**SUMMARY INFORMATION
REGARDING PUBLIC RECORDS REQUESTS**

It is the policy of the County of Wahkiakum to provide efficient and thorough access to the County's records in compliance with the Public Records Act set forth at Chapter 42.56 RCW, and any other applicable provisions of federal or state law. This summary is intended to give the basic information citizens need to make public records requests. However, this is only a summary. Complete copies of RCW 42.56 are available at the Courthouse.

All records of the County are located at the Courthouse.

Wahkiakum County Courthouse
64 Main Street
Cathlamet WA 98612

Department	Office Hours (excluding legal holidays)
Clerk of the Board	Monday thru Thurs., 8:00 a.m. to 5:00 p.m.
Auditor, Treasurer and Assessor	Monday thru Friday, 10:00 a.m. to 12:30 p.m./1:30 p.m. to 4:00 p.m.
Public Works & Building Dept.	Monday thru Friday 8:00 a.m. to 4:30 p.m.
Sheriff's Office	Monday thru Friday 8:00 a.m. to 5:00 p.m.
Board of Health & Human Services	Monday thru Friday 8:00 a.m. to 5:00 p.m.

Each Department of the County has a procedure for providing "over the counter" records. Such records may be provided immediately in response to a request. Generally, over the counter records are those that can be readily identifiable, located at a single source (does not require searching multiple files or departments), and the document is routinely made available to the public. If you think the record you want might be an over the counter record, please contact the County department that would have control of that record. To request other public records, contact the appropriate department's Public Records Officer listed below, they are available for assistance and information about their own department's records.

Department Public Records Officers

<u>Department</u>	<u>Name</u>	<u>Phone No.</u>	<u>Email Address</u>
Assessor	Bill Coons	360.795.3791	coonsb@co.wahkiakum.wa.us
Auditor	Diane Tischer	360.795.3219	tischerd@co.wahkiakum.wa.us
Board of Health	Sue Cameron	360.795.8630	camerons@co.wahkiakum.wa.us
Building & Planning	Chuck Beyer	360.795.3067	beyerc@co.wahkiakum.wa.us
Chemical Dependency	Sue Cameron	360.795.8630	camerons@co.wahkiakum.wa.us
Commissioners	Beth Johnson	360.795.8048	johnsonb@co.wahkiakum.wa.us
Community Outreach	Sue Cameron	360.795.8630	camerons@co.wahkiakum.wa.us
Emergency Management	Raedyn Grasseth	360.795.3242	raedyng@sd.co.wahkiakum.wa.us
Human Services	Sue Cameron	360.795.8630	camerons@co.wahkiakum.wa.us
Jail – Corrections	Raedyn Grasseth	360.795-3242	raedyng@sd.co.wahkiakum.wa.us
Mental Health	Sue Cameron	360.795.8630	camerons@co.wahkiakum.wa.us
Personnel	Kim Tracy	360.795.3219	tracyk@co.wahkiakum.wa.us
Prosecuting Attorney	Dan Bigelow	360.795.3652	dbigelow@waprosecutors.org

Public Works	Michelle Collupy	360.795.3301	collupym@co.wahkiakum.wa.us
Sheriff	Raedyn Grasseth	360.795.3242	raedyng@sd.co.wahkiakum.wa.us
Treasurer	Tammy Peterson	360.795.8005	petersont@co.wahkiakum.wa.us

A request may be made by telephone, mail, fax, email, or delivered in person to the Courthouse. However, to avoid confusion or miscommunication, a request for public records should be made in writing. For your convenience, the County provides forms for records requests. Forms are available at the Courthouse and on the County's website.

If you want a public record, please include the following information in your request: The date, your name, your full address, your telephone number, a description of the requested record adequate to identify it, the title and date of the requested record, if known, and whether you want a copy of the record or you want just to view it.

If you make a request and are not immediately provided with an over the counter record, the Public Records Officer will contact you about your records request within five business days after receiving your request. Usually, the Records Officer will send you an "Acknowledgement Letter" acknowledging that the County has received the request and providing an estimate of the time when your records will be available.

Sometimes records requests are unclear. In such cases, the Records Officer may ask you to clarify what records you are seeking.

Most records of the County are available for public inspection and copying. However, some are not. You should understand that both state law and federal law place restrictions on access to certain records. If any such limitations apply to a record you have requested, the Public Records Officer will provide an explanation.

The Public Records Officer will contact you when the records you have requested are available for inspection. Sometimes, the records will be provided in installments.

After the Public Records Officer notifies you that the records are available, you should respond within 15 days. If you ignore the notice and fail to respond, the County may treat the request as abandoned.

If you want copies of public records, there is a copy fee according to the published fees.