

SUBJECT: Public Records Requests	Reference: 2.0.003
	Page 1 of 4
DEPARTMENT: Administration	EFFECTIVE: 5/1/2025
	Revised:
APPROVED BY: Public Records Officer, Board, CEO	

PURPOSE:

To outline the process for Public Records Requests.

POLICY:

Ferry County Public Hospital District No. 1 (d/b/a Ferry County Health (FCH)) will release records of the District in compliance with the Public Records Act set forth in RCW 42.56 and other applicable provisions of federal or state law.

PROCEDURE:

Submitting a Public Records Request – A Public Records Request (“Request”) must be made through the Public Records Officer (“Officer”) using the Contact Form on our website (www.fcphd.org) or by sending in a written request for records to:

Ferry County Health
Attn: Public Records Officer
36 Klondike Rd.
Republic, WA 99166
(509) 775-8242

Responding to a Request – The Officer will review each Request and determine whether the record is identifiable and/or exempt. A written response will be made to the requester from the Officer within five (5) business days and will be approved or denied using one of the following options:

- **Approved:**
 - Record will be available by (insert date). Charges for requested copies will be applied per the fee schedule located in WAC 44-14-07001 (included below). An explanation should be included when the time to produce the Record exceeds five (5) business days.
 - Record is not readily available but can be electronically retrieved by (insert estimated date) for a cost of (insert estimated cost).
- **Denied:**
 - Record is not identifiable and/or cannot reasonably be produced electronically
 - Record is exempt and the Request is denied because (insert specific exemption with explanation). A list of exemptions can be found on attached exemption list.

- It is recommended that requestors be informed of their right to seek internal review of any denials per RCW 42.56.520(4).
- **Notification of Request Fulfilled:**
 - Upon completion of the records request, it is required to advise and explain the request has been fulfilled and why FCH is closing the request. Proposed language may include:
 - Your records request is considered fulfilled and is now closed.
 - Due to nonpayment of charges, your request is now closed.
 - FCH notified you on [date] that you needed to inspect or pick up the requested records by [date]. You have not done so, therefore your request is now closed.
 - On [date] FCH advised that your request was unclear and requested clarification by [date]. We have not heard from you and by law are not required to respond further. Your request is now closed.
 - The notification must also inform the requestor that the Public Records Act one-year statute of limitations to seek judicial review has started and we do not intend to further address the request.
 - The notification must also include the option to respond with follow-up questions within a reasonable timeframe (set at FCH's discretion). FCH will respond to any follow up questions and must again advise that no further action is intended as the request is still closed and the clock is running.
- All requests will be reviewed by the Chief Executive Officer and legal representative when necessary.

On-Site Review – Inspections of records will occur between the hours of 8:00 am and 4:00 pm Monday through Thursday and from 8:00 am – 10 am on Friday (except holidays) and must be pre-arrived through the Officer.

Notice to Third Parties – Individuals identified in records to be released will be notified as a courtesy once the request is approved.

Public Records Index – A Records index is not available at this time. The District's Board of Commissioners adopted Resolution 2025 #7 on Insert Date, 2025 which states that maintaining a central index of records is unduly burdensome, costly and would interfere with FCH operations due to the number and complexity of records generated as a result of the wide range of WHMC services and activities.

Request Log – The Officer will keep a log of all requests. The log will include the name of the requester, the date of original request, the record requested, the date of original response, fees paid (if any) and the date the information was viewed, provided, or denied. The log will be stored in Teams\Public Records\Public Records Requests and be retained for a period of two (2) years per RCW 40.14.026(4).

REFERENCES

Revised Code of Washington (RCW) 40.14, 42.56
 Washington Administrative Code (WAC) 44-14-04006 and 44-14-07001

Fee Schedule

The Washington State Legislature's approved fees and costs fee schedule has been adopted (see below). Fees are subject to change with the passage of updated legislation.

Ferry County Health Fee Schedule	
Inspection:	
No fee	Inspection of agency records on agency public internet website or scheduled at the agency office.
No fee	Accessing or downloading records the agency routinely posts on its public internet website, unless the the requestor asks the agency for records to be provided through other means (the following copy charges below then apply).
Copies:	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records, or use of agency equipment for scanning.
5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically
Actual cost	Digital storage media or devices (list): <ul style="list-style-type: none">• CD• DVD• Thumb
Actual cost	Postage or delivery charges – Specific amount based upon postage/delivery charges for specific mailings or deliveries.
(Varies)	Records for which other costs are authorized pursuant to specific fee

	statutes. (Describe)
↑ Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.	
Customized Service:	
Actual cost	Data compilations prepared or accessed as a customized service (cost is in addition to above fees for copies).



Public Disclosure Exemptions.pdf
