

FERRY COUNTY PUBLIC HOSPITAL DISTRICT NO. 1  
FERRY COUNTY, WASHINGTON

**RESOLUTION NO. 2025 #7**

**RESOLUTION TO ADOPT A PUBLIC RECORDS REQUEST POLICY**

WHEREAS, the Ferry County Public Hospital District No. 1, owns and operates Ferry County Health (“the District”), a 25-bed Critical Access Hospital in Republic, Washington, and;

WHEREAS, Revised Code of Washington (RCW) 42.56.040, 42.56.070, and 42.56.100 of the Public Records Act (“the Act”) collectively require that state and local agencies provide, publish, and prominently display certain information, exemptions, and rules governing disclosure of public records; and

WHEREAS, the District is a local agency as defined in the Act and must therefore comply with the provisions of the Act; and

WHEREAS, RCW 42.56.120 requires agencies to charge actual costs for copies of records, unless by rule or regulation it declares the reasons doing so would be unduly burdensome; and

WHEREAS, RCW 42.56.070(3) requires each local agency to maintain and make available for public inspection and copying a current index providing identifying information as to certain records issued, adopted, or circulated after January 1, 1973; and

WHEREAS, RCW 42.56.070(4) exempts local agencies from maintaining and providing a current index of records, as described in RCW 42.56.070(3), provided that the local agency publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations and make available for public inspection and copying all indexes maintained for agency use; and

WHEREAS, the District’s Administration has adopted the Policy & Procedure: Public Records Requests (“the Policy”), in substantially the form attached hereto as Exhibit A and now seeks the Commission’s ratification of the Policy.

WHEREAS, the Ferry County Public Hospital District No. 1 feels that this is worthy, NOW, THEREFORE, BE IT RESOLVED by the Commissioners of Ferry County Public Hospital District No. 1 as follows:

**Section 1.** The Commission ratifies and approves the Policy and Procedure in substantially the form attached hereto as Exhibit A.



**Section 2.** The District finds that calculating actual costs for copying its records would be unduly burdensome for the following reasons: The District does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential agency functions; and, through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expeditious, and in the public interest for the District to adopt the state legislature's approved fees and costs for most of the District's records, as authorized in RCW 42.56.120 and as published in the agency's fee schedule.

**Section 3.** The District's Public Records Officer, in consultation with the District's Superintendent/Chief Executive Officer, may amend the Policy as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Policy as facts may require. All amendments to the Policy shall be reported to the Commission.

**Section 4.** The District is comprised of multiple departments which maintain separate record keeping systems for the indexing of records and information. Because these records are diverse, complex, and stored in multiple locations, it is unduly burdensome to maintain a central index of these records. Therefore, the Commission finds that the index required by RCW 42.56.070(3) would be unduly burdensome and interfere with agency operations and formally orders that such an index does not have to be maintained as allowed under RCW 42.56.070(4) so long as all other indexes maintained by the District are available for public inspection and copying pursuant to applicable law.

ADOPTED and APPROVED by the Commissioners of Ferry County Public Hospital District No. 1 in a regular, open public meeting thereof held in compliance with the requirements of the Open Public Meetings Act this \_\_\_\_\_ day of \_\_\_\_\_ 2025, the following commissioners being present and voting in favor of this resolution:

\_\_\_\_\_  
DiAnne Lundgren, Chair                      Date

\_\_\_\_\_  
Sarah Krausse, Vice Chair                      Date

\_\_\_\_\_  
Nancy Giddings, Secretary                      Date

\_\_\_\_\_  
Ron Bacon, Commissioner                      Date

\_\_\_\_\_  
Susan Solomon-Hopkins, Commissioner                      Date



**EXHIBIT A**

SUBJECT: Public Records Requests	Reference: 2.0.003
DEPARTMENT: Administration	Page 3 of 6
	EFFECTIVE: 4/1/2025
APPROVED BY: Public Records Officer, CEO	Revised:

**PURPOSE:**

To outline the process for Public Records Requests.

**POLICY:**

Ferry County Public Hospital District #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](http://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 RCS 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 a legal representative when necessary.

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

**Notice to Third Parties** – Individuals identified in records to be released may be notified as a courtesy once the request is approved unless notification is expressly required by law.

**Public Records Index** – A Records index is not available at this time. The District's Board of Commissioners adopted Resolution 2025 #6 on April 22nd, 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 retained for two (2) years after all requested records on the log have been released 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

OSPI Exemptions Log <https://ospi.k12.wa.us/sites/default/files/2024-03/ospi-common-exemption-log.pdf>

## **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.

<b>Ferry County Health Public Records Fee Schedule</b>	
<b>Inspection:</b>	
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).
<b>Copies:</b>	
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"> <li>• CD</li> <li>• DVD</li> <li>• Thumb</li> </ul>
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)
<p>↑ Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</p>	
<b>Customized Service:</b>	
Actual cost	Data compilations prepared or accessed as a customized service (cost is in addition to above fees for copies).