

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Public Records

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3027.00

SUBJECT: PUBLIC RECORDS

POLICY

All requests for copying of public records shall be in compliance with Revised Code of Washington (RCW) 42.17.260 and 42.17.300 as amended.

PROCEDURES

Public Inspection and Copying

In accordance with applicable state and federal law, NSRSN shall make available all public records for public inspection and copying, unless the record falls within the specific exemptions of RCW 42.17.310(6), 42.17.315(6), or other statutes which exempt or prohibit disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by RCW 42.17.310 and 42.17.315, NSRSN shall delete identifying details in a manner consistent with Washington law when NSRSN makes available or publishes any public record. The justification for each deletion shall be fully explained in writing.

Copying Fee

For each request for copying, NSRSN shall charge \$.25 per page for the first ten (10) pages. This charge is based on the following:

1. Cost of one (1) piece of paper (\$4/500 sheets)	\$0.01
2. Cost of toner (\$111/4,000 sheets)	0.03
3. Cost of copy machine time (\$324.47/10,380 minutes)	0.03
4. Cost per minute of staff time (\$10.51/60 minutes)	<u>0.18</u>
5. TOTAL	\$0.25

After the first ten (10) pages are copied, the copying charge shall be \$.10 per page thereafter. This reduction in costs directly reflects the discount of staff time needed to make high volume multiple copies.

This fee will be collected at the time the copying is delivered. A receipt will be provided detailing the number of copies made. Funds may be collected in cash or by check made payable to North Sound Regional Support Network. Funds collected shall be submitted to the Finance Department the day the funds are collected.

ATTACHMENTS

None