



**RECORDS REQUEST PROCESS:** Requests for public records shall be directed to the Public Records Officer. Upon receipt of an oral request to inspect or copy a public record, the Public Records Officer or appropriate staff shall provide access to the requested records unless the Public Records Officer or General Counsel determines that the records requested are or may be exempt from disclosure, in whole or in part, in which case the Public Records Officer shall require that the requestor complete a written request for public records on Lakehaven Water and Sewer District's form. Upon receipt of a completed written request for records form, the Public Records Officer, in consultation with General Counsel, shall evaluate and determine whether the requested records are exempt by law from inspection or copying, in whole or in part. Within five (5) business days of the receipt by the Public Records Officer of the written request for records form, the Public Records Officer or General Counsel shall (1) provide the records; or (2) acknowledge that the District has received the request and provide a reasonable estimate of the time the District will require to respond to the request; (3) deny the public record request; or (4) seek clarification from the requestor to better enable the District to respond to the request. **Fee Schedule for Public Records Request:** Pursuant to RCW 42.56.120(2)(b) or as otherwise provided by the District Fees & Charges Resolution.

**Records Exempt from public inspection and copying include, but are not limited to, the following:**

1. Personal information in files maintained for employees, appointees, or elected officials, to the extent that disclosure would violate their right to privacy, as defined in RCW 42.56.050.
2. Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.
3. Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency including the District, relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.
4. Valuable formulae, designs, drawings, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss.
5. Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the District in connection with any District action.
9. Records which are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
10. Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.
11. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
12. The residential addresses and residential telephone numbers contained in the personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.
13. The residential addresses and residential telephone numbers of the customers of a District utility contained in the records or lists held by the District utility of which they are customers.
14. Information that identifies a person who, while a District employee: (i) seeks advice, under an informal process established by the District, in order to ascertain his or her rights in connection with a possible unfair practice under chapter 49.60 RCW against the person; and (ii) requests his or her identifying information not be disclosed.
15. Records to prevent and respond to terrorist act, and records for vulnerable infrastructure and security of computer and telecommunications networks.
16. Any other record that is exempt from disclosure under any state law.

RETURN REQUEST FORM TO:  
Lakehaven Water and Sewer District  
Public Records Officer  
31627 1<sup>st</sup> Avenue South  
Federal Way, WA 98003  
FAX: (253) 839-9310