



# KCSO Public Records Request

Your Name:

Your Email Address:

Your Mailing Address:

Your Phone No.:

**Records Selection:**

- 911 Call(s)
- CAD Report
- Police Report
- Photographs
- Radio Transmissions
- Other (Please specify below)

**Describe the Record(s) Requested:**

Please be as specific as possible in providing a detailed description of the record(s) you are seeking in order for us to perform an adequate search for records. **We are unable to process your request without specific information!**

Report/Incident Number(s):

Date Range: from  to

Name(s) of Person(s), and Date of Birth(s), Involved:

Exact Location and Address of Offense / Incident:

Preferred Method to Receive Records:  Electronic (i.e. Email)  United States Mail  Pick Up

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: Your request may be subject to fees under RCW 42.56.120 – **see reverse side for more information!**

## What is the cost to obtain records from the KCSO?

Pursuant to RCW 42.56.120 the following are the fees the KCSO may charge in response to requests:

### Electronic Records:

If the requested records are already in electronic format, there is no fee

### Hard Copy Records:

The fee is 15 cents a page for hard (paper) copy

### Scanned Records:

The fee is 10 cents a page for scanning (electronic) hard (paper) copy records

### Electronic Uploads:

The fee is 5 cents / each 4 electronic files for records uploaded to email, or cloud-based data storage service, or other electronic delivery

### Electronic Transmission:

The fee is 10 cents per gigabyte for records transmitted in electronic format

### Digital Storage Media:

The fee is the *actual cost* of storage media or devices (i.e. Thumb Drive, External Hard Drive, CD, etc.)

### Shipping Materials:

The fee is the *actual cost* of containers or envelopes used to mail copies

### Postage:

The fee is the *actual cost* of postage or delivery charges

### Custom Service Fee:

The fee is the *actual cost* of when the request would require the use of IT expertise or third party customized access charges

### Color Photographs:

*Please contact us for fees associated with printed color copies of photographs*

Once the scope of a request has been determined, and research completed to identify all responsive records, requesters can expect an estimate of fees associated with their request, if any. The KCSO may require a 10 percent deposit.

## When will I get a response to my Request?

RCW 42.56.520 provides that a response to a request for public records must be made by the agency within five business days. Within five business days (excluding holidays) after receiving a request, we will:

- Acknowledge receipt of the request and provide a reasonable estimate for further response; or
- Fulfill the request; or
- Provide an internet address and link to the records on our website; or
- Seek clarification; or,
- Deny the request with an accompanying written statement of the specific reasons.

## How long will it be before I obtain the records I've requested?

While we try to process requests in the order received, the KCSO averages 550 open requests at any given time. Depending on the scope of your request and the records identified as being responsive, we may need to respond through a series of installments. The following factors will determine the time it takes to respond:

1) clarification required for unclear requests, 2) searching for records (more time if large, complex or date ranges more than 2 years), 3) time to assemble, review and redacted records, 4) time to provide 3<sup>rd</sup> party notice to affected individuals/agencies, and 5) availability of records, other essential agency functions, agency resources including staff availability, current record request case load, etc.