



Pacific County Public Transportation Benefit Area

POLICY 101: PUBLIC RECORDS

Effective Date: May 21, 2026

Cancels: Public Records Request Policy (Rev. 04/21/2023)

PURPOSE

The purpose of the Public Records Act is to provide the public with full access to information and to provide a method for Pacific Transit System staff to respond to public records requests. The Public Records Act provides such a framework to respond.

POLICY

This policy applies to procedures related to public records retention (RCW Chapter 40.14) and requests (RCW Chapter 42.56).

1. Pacific County Public Transportation Benefit Area Retains Public Records

- a. Pacific County Public Transportation Benefit Area retains documents that meet the definition of public records in accordance with RCW Chapter 40.14.
 - i. Additionally, Pacific County Public Transportation Benefit Area retains public records in accordance with guidance from the Federal Transit Administration (FTA Circular 5010.1D Rev 2012 and FTA Master Agreement).
 - ii. Pacific County Public Transportation Benefit Area will follow all state required record archiving measures established by the Washington State Archives.
 - iii. Records that represent significant historic milestones are maintained indefinitely for their notable value and are stored separately from standard working files.
- b. Pacific County Public Transportation Benefit Area takes reasonable action to protect records from damage and disorganization.
 - i. Pursuant to RCW 42.56.060, neither Pacific County Public Transportation Benefit Area nor its Board of Commissioners, officers, employees shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if Pacific Transit System or its Board of

Commissioners, officers, employees, or records custodian acted in good faith in attempting to comply with the Public records Act or these rules.

2. Pacific County Public Transportation Benefit Area Provides Public Records Upon Request

- a. The Clerk of the Board of Pacific County Public Transportation Benefit Area is the Public Records Officer for the Agency. The Public Records Officer may assign a designee and have other staff fulfill the request.
- b. Members of the Public Submit Formal Records Requests
 - i. Pacific County Public Transportation Benefit Area provides access to public records after requestor submits a public records request. Requests for public records can be initiated in person, by mail, email, fax, or hand delivered to the Public Records Officer. Requestors are encouraged to use Pacific Transit System's Public Records Form (see FOR-101A: Public Records Request).
 - ii. Upon receipt of a records request, Pacific County Public Transportation Benefit Area will evaluate the authenticity of the request and at the discretion of the Public Records Officer or their designee, forward the necessary documentation to complete a formal public records request. Accommodation will be made for those individuals who cannot accept electronic files.
 1. Records Request Forms are submitted to Public Records Officer by email, letter or in person.
 - a. Email: contact@pacificttransit.org
 - b. Letter or in person: Public Records Officer, Pacific County Public Transportation Benefit Area, Pacific Transit System, Public Records Office, PO Box 489, 216 2nd Street, Raymond, WA 98577
 - c. Fax: 360-942-3193
- c. Public Records Officer provides one or more of the following within five (5) business days of the receipt of request (day one is the first working day after the request is received):
 - i. Make the records available; or
 - ii. Identify the electronic location where the record can be accessed; or
 1. Requestors who cannot access the internet may be provided hard copies.

- iii. Acknowledge receipt of the request and provide a reasonable estimate of when the records will be available; or
 - iv. Ask for further clarification if the request is unclear; or
 - v. Deny the request.
- d. Public Records Officer processes requests in the order allowing the most requests to be processed in the most efficient manner.
 - i. Public Records Officer provides records in installments when request is for large number of records or when a portion of records is more readily available than others.
- e. Requestor submits additional requests when subsequent related information is created after the date of the original request.
- f. Pacific County Public Transportation Benefit Area's response is complete when:
 - i. Requestor inspects the records; or
 - ii. Pacific County Public Transportation Benefit Area notifies requestor that all records are available for payment and pickup; or
 - iii. Pacific County Public Transportation Benefit Area notifies requestor that all records have been provided; or
 - iv. Pacific County Public Transportation Benefit Area notifies requestor that no responsive records were located.
- g. Questions to Pacific County Public Transportation Benefit Area are not public records requests. Pacific County Public Transportation Benefit Area may respond to such questions but is not required to answer questions or explain records. Pacific County Public Transportation Benefit Area will not conduct legal research for a requestor.
- h. Pacific County Public Transportation Benefit Area is not obligated to create new records to satisfy a records request; however, the Agency may, at its discretion, run a report or create such new records to fulfill the request where the Agency deems that method of response more expedient.

3. Pacific County Public Transportation Benefit Area Charges Copying Fees in Accordance with RCW 42.56.130.

- a. Requestor pays for copies prior to receiving them.
- b. Law enforcement agencies are exempt from copying fees.

4. Pacific County Public Transportation Benefit Area Provides Space for Inspection of Public Records

- a. Requestor inspects and copies public records during normal business hours.
- b. Requestor reviews the assembled records within thirty days of notification that the records are available.
 - i. Pacific County Public Transportation Benefit Area places records in original locations after thirty days.
 - ii. Requestor submits new request after records are returned to original locations.
- c. Requestor inspects records at Pacific County Public Transportation Benefit Area.
 - i. Requestor or member of the public may NOT disassemble or alter any record.
- d. Requestor indicates which records should be copied by Pacific County Public Transportation Benefit Area.

5. Pacific County Public Transportation Benefit Area Limits Access to Personal Information

- a. Pacific County Public Transportation Benefit Area complies with RCW 42.56.235 to protect sensitive and personal information.
 - i. Pacific County Public Transportation Benefit Area redacts sensitive and personal information prior to releasing documents to the public.
 - ii. The Act requires each agency to set forth “for informational purposes” every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. In addition to the exemptions from disclosure under the Act, the Pacific Transit System Public Records Officer shall maintain and publicize an informational list that will be made available to any requestor of frequently cited laws or rules that limit or prohibit the disclosure the Pacific Transit System’s records. This list may be amended from time to time by the Public

Records Officer. Failure to include a law or rule on this list shall not constitute a waiver of the right to rely on such law or rule to limit or prohibit disclosure. A current version of this list is attached hereto as Exhibit A.

- iii. If requested records contain information that affect the rights of others, would clearly not be in the public interest and would substantially and irreparably damage any person, (including current or past Pacific County Public Transportation Benefit Area employees) and/or may be exempt from disclosure, Public Records Officer, in their sole discretion, or designee may, prior to providing records, give notice to those persons (RCW 42.56.540) and allow time for action by the affected parties (RCW 42.56.520). If a Superior Court order preventing disclosure is sought, the records request shall be placed on hold until the Superior Court decides the matter. Other than providing such notice, Pacific Transit System will not contact the requestor and ask them to revise or withdraw the request, nor will Pacific Transit System seek an order from a court to prevent or limit the disclosure to protect the rights of third parties. Pacific Transit System may not be held liable for exercising its discretion to notify, or not notify, third parties of a public record request.
- iv. When a request for public records is received that concerns a subject known to involve litigation that is pending, threatened, or anticipated, the Public Records Officer should promptly notify the Pacific County Public Transportation Benefit Area's Executive Director of the request.

6. Pacific County Public Transportation Benefit Area Index of Transit Records

- a. Pacific County Public Transportation Benefit Area finds that it would be unduly burdensome for Transit staff to index each and every of the many varied records due to limited staffing levels.
- b. Pacific Transit System finds that the creation of a single index providing the intricate detail described in RCW 42-56.070 would interfere with Transit operations in that it would take an inordinate amount of staff time to develop and maintain.
- c. Pacific Transit System shall disclose all public records and indexes of public records maintained by Transit to the extent they are not exempt from disclosure pursuant to RCW Chapter 42.56 or other applicable laws.