



# Public Records – Public Access to Library Records Policy

Policy Number: 011


Supersedes Policy #01-11; Resolution 85-3; 001-04/13; 4/16


Authorized by: Board of Trustees

Effective: 02/22/2023

Review Date: 2/1/2030

- 1) **Purpose:**  
To provide direction for responding to all requests for public records.
- 2) **Scope:**  
Applies to all Timberland Regional Library (TRL) service points.
- 3) **Background:** None.
- 4) **Definitions:** None.
- 5) **Policy:**
  - A. The Executive Director, or designees, is authorized to make available for public inspection and copying all non-exempt public records of TRL and request payment associated with physical or electronic copies per *RCW 42.56.120*.
  - B. Any request for access to TRL public records shall be immediately referred to the Executive Director according to the established Public Records Request procedures.
- 6) **References:**
  - A. TRL Public Records Request Procedures for Patrons.
  - B. TRL Public Records Request Form.
  - C. TRL Public Records Request Procedures for Staff.
- 7) **Citations:**
  - A. *RCW 42.56; RCW 42.56.120*

 2/22/2023  
Cheryl Heywood, Executive Director

 2/22/2023  
Ken Seby, President

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*