

Timberland Regional
LIBRARY 
POLICY

TITLE: Public Records Request - Public Access to Library Records

POLICY NUMBER: 011

EFFECTIVE DATE: 4/20/2016

REVIEW DATE: 4/1/2023

SUPERSEDES POLICY NUMBER(S): 01-11; Resolution 85-3; Policy #011 dated 4/2013

AUTHORIZED BY: Board of Trustees

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 Library Director, or designees, is authorized to make available for public inspection and copying all non-exempt public records of TRL.
 - b. Any request for access to TRL public records shall be immediately referred to the Library Director according to the established Public Records Request procedures.
6. References: TRL Public Records Request Procedures
TRL Public Records Request Form
7. Citations: RCW 42.56

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.

Approved by the Board of Trustees, April 20, 2016