



Public Records – Public Access to Library Records Policy

Policy Number: 011

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

Approved: 04/20/2016

Authorized by: Board of Trustees

Effective: 04/26/2016 - 04/01/2023

Review Date: 01/01/2023

- 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.
 - 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.
 - B. TRL Public Records Request Form.
- 7) **Citations:**
 - A. RCW 42.56.

Cheryl Heywood 4/20/2016

Cheryl Heywood, Executive Director

Rebecca C Connolly 4/20/2016
Rebecca Connolly, 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.