



# PUBLIC RECORDS REQUEST GUIDELINES FOR THE PUBLIC

612 Woodland Square Loop SE Suite 401, Lacey, WA 98503  
360-763-5828 or FAX 360-489-1435

## **Public Records Request Policy**

Thurston-Mason Behavioral Health Administrative Service Organization (TMBH-ASO) will comply with RCW 42.56, the Public Records Act, as it relates to the disclosure of public records. The intent of the law is to provide the public with full access to information concerning the conduct of TMBH-ASO at all levels of operation, while being mindful of privacy rights of individuals and the desirability of the efficient administration of a government entity.

## **Location of Public Records**

Current records are located at TMBH-ASO. Historical records and tapes may be archived and located offsite at the Thurston County Records Center. If the requested records are archived, the requester will be notified when the files have been recovered from the Records Center and are ready for reviewing.

## **How to Make a Public Records Request**

To request access to public records of TMBH-ASO, or to seek assistance in making a request, the following procedures shall be followed:

1. All public records requests must be directed to TMBH-ASO's Public Records Officer.
  - a. If a request is made to any other person, the request is not subject to the strict timelines provided in the Public Records Act. It is the duty of the requester to submit the request to the appropriate TMBH-ASO staff person.
2. TMBH-ASO encourages that all requests be made in writing. A Request Form is available on TMBH-ASO's website. Requesters should include the following information:
  - a. Name and address of requester;
  - b. Date of the request;
  - c. Other contact information, including telephone number and email address;
  - d. A detailed description of the public record being requested;
  - e. Whether the requester wants copies, or wants to inspect the requested public records on site;
  - f. The address where copies are to be mailed or emailed, if copies are requested; and,
  - g. A statement regarding whether any list of individuals contained in a record is being requested for commercial purposes.
3. In-person requests must be made during the normal business hours of 8:00AM – 5:00PM at the Thurston-Mason Behavioral Health Administrative Service Organization Building or directed to the TMBHO Public Records Officer addressed below:

TMBH-ASO Public Records Officer  
612 Woodland Square Loop SE Suite 401  
Lacey, WA 98503

Email requests will only be accepted at the following TMBH-ASO email address:  
[Publicrecords@tmbho.org](mailto:Publicrecords@tmbho.org)

Oral requests shall be confirmed in writing as part of the TMBH-ASO's initial five-day response. Any such requests must be made during the Department's normal business hours.

**Costs For Public Records - All Fees Are Subject To Change At Any Time Without Notice**

- Fifteen cents (15¢) per page for standard, (8½ x 11), black and white copies
- Ten cents (10¢) per page for scanned documents
- Actual postage and shipping costs, including the cost of required containers
- Actual staff time for custom electronic records
- No fee for inspecting public records
- No fee for locating public records and making them available for copying

Additionally, the Department may:

- Provide copies in installments;
- Require advance payment before providing any installments;
- Require a deposit for requests that are copied by a commercial vendor based on the estimated cost before copying;
- Waive copy charges for records requests valued at five dollars or less, and
- Charge less than the posted fee.



# APPENDIX A PUBLIC RECORDS REQUEST FORM

Date: \_\_\_\_\_

Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

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See attached sheet with additional request details.

**I would like to:**

- Inspect the records at no charge (I may request copies after inspection).
- Receive copies of the records after paying required copying charges. I am willing to pay up to \$ \_\_\_\_\_ for those copies.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email ( ) Phone -

\_\_\_\_\_  
Sign Here Date

**Limitation On Use For  
Commercial Purposes**

Washington State law, RCW 42.56.070(8), prohibits the use of lists of individuals for commercial purposes. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. By signing below, you are certifying that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

**An additional fee may be charged for costs associated with special requests and mailings. Most offices only accept check or money orders.**