Public Records Request Procedure

The Spokane Regional Health District (SRHD) provides access to identifiable public records (records that can be reasonably located) for review or copying in compliance with the Washington State Public Records Act. The Public Records Act does not require agencies to provide or create records that do not exist at the time of the request, and it prohibits releasing lists of individuals for commercial purposes [RCW 42.56.070(9)].

More about the Washington State Public Records Act

The Washington State Public Records Act, Chapter 42.56 in the Revised Code of Washington (RCW), requires government agencies to make identifiable public records available for inspection and/or copying unless the record is exempt from disclosure. A public record is “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics” [RCW 42.56.010(3)].

A writing is defined as “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated” [RCW 42.56.010(4)].

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