



**Policies and Procedures
Policy 0029**

Public Records	
Date of Origin: February 15, 2018	Approved By: Library Director & Library Board
Date(s) of Revision:	Date(s) of Review:

It is the policy of the Stevens County Rural Library District (“SCRLD”) to release records of the Library District in compliance with the Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law.

Library Director is the designated Public Records Officer to review requests.

The Library Director is also responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of the Library Director’s action and/or decision may be made in writing to the Board.

Related Policies/Procedures:

[Confidentiality of Library Borrower Information](#)

Public Records Request Procedures – on file in the SCRLD Administrative Office