



Request for Public Records

REQUESTING PUBLIC RECORDS

Stevens County Rural Library District (SCRLD) records are available for public inspection or duplication in accordance with RCW 42.56 Public Records Act. To request public records, complete the [Public Records Request Form](#) and email to admin@scrld.org please include *"Public Records Request"* in the subject line

FULFILLMENT OF PUBLIC RECORDS REQUESTS

SCRLD acknowledges receipt of records requests within five (5) business days of receipt. Acknowledgements include reasonable estimates of fulfillment timelines and any applicable copying charges.

INSPECTION

Public records are available for inspection by appointment at the Stevens County Rural Library District administrative offices in Loon Lake, WA, Monday through Friday, 9:00 am – 4:00 pm, excluding legal holidays or upon official closure of the facility. To schedule an appointment, email: info@scrld.org.

COPYING

SCRLD has adopted the state statutory default copying charges detailed in RCW 42.56.120, which are subject to change without written notice.

As of June 2024 state default charges include:

- 15 cents/page for photocopies or printed copies of electronic records;
- 10 cents/page for records scanned into electronic format;
- 5 cents for every four electronic files or attachments uploaded to an email, cloud storage services or other electronic delivery system;
- 10 cents/gigabyte for transmitting records electronically;
- The actual cost of the digital storage media/device, container used to mail the copies, and postage or delivery charges;
- A customized service charge for requests that would require information technology expertise to prepare data or provide customized electronic access.

DENIAL OF PUBLIC RECORDS REQUESTS

SCRLD reserves the right to deny requests for public records under provisions of the Public Records Act. If a document is exempt from disclosure, SCRLD will specify the reason for the exemption. Please see Public Records Policy below.

PRIVACY OF LIBRARY RECORDS

SCRLD reserves the right to redact patron information based on RCW 42.56.310. Law enforcement requests to inspect library records must include a search warrant from Stevens County Superior Court.

[Public Records Request Form](#)

[0029 Public Records Policy](#)