



LOTT's Policy Concerning Requests for Public Records

Definitions: RCW 42.17.020 defines a public record as follows: "Public record" includes 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.

"Writing" is also defined in the Act as follows: "Writing" means 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.

Procedure to make a records request: LOTT requests those seeking public records to complete a records request form provided by LOTT. The form is available at our main office, by mail, email, website, or fax. This is the best way to assure that LOTT can adequately address a request for public records. If you do not complete this form, you will be contacted by LOTT upon receipt of your request for the purpose of obtaining the information requested in the form. Therefore, it is important that you provide at least one telephone number where you can be reached when you make your request.

Response to records requests: LOTT will provide copies of all non-exempt public records and documents identified with specificity sufficient to permit location and retrieval, as required by the Public Records Act (RCW 42.56). While LOTT is not required to conduct research or statistical analysis of records, or to create records not already in existence, requested non-exempt records will be made available, by appointment, so that interested persons can conduct their own research and analysis of the public records.

LOTT will provide a response to any public records request within five (5) business days. However, if a requestor can permit additional time, it will assist LOTT in providing the requested documents.

LOTT may deny a request upon appropriate legal grounds, such as the specific exemptions set forth in the Public Records Act. If LOTT determines that a request for records is such that the records cannot be reasonably identified, it will make reasonable attempts to clarify the request. If a records request is denied in whole or in part, the requestor will be provided with an explanation in writing.

Charges: The Requestor is responsible for payment of the cost of copying of records; viewing records at the LOTT Alliance Office is free of charge.

Copying Machine	15 cents per page*
Documents from Personal Computer	15 cents per page*
Documents from Compact Disks	15 cents per page*
Photographs	Actual cost**
Video Cassettes, CDs, and DVDs	Actual cost**
Any other form of reproduction	Actual cost**

*No charge for the first 20 copies.

**Actual cost may include sales tax when referred to an outside vendor for copying