## REQUEST FOR PUBLIC RECORDS CLALLAM COUNTY

223 E. 4<sup>th</sup> Street, Suite 16, Port Angeles WA 98362 Phone: 360-417-2234 Fax: 360-417-2550

**Note:** All records requests should be directed to the Public Records Office (PRO) located in the Human Resources/Risk Management Office located in the basement of the Clallam County Courthouse. Email address for the PRO is listed below.

Did you know that requests for public records can be managed on-line through the Clallam County on-line portal at <u>https://websrv7.clallam.net/PRR/</u>? Using this portal helps streamline communication and tracks the status of your request. If you have questions using the portal, please contact the Public Records Officer at 360-417-2234.

Name of Requestor (Print)			Date of Request	
Mailing Addres	S	City	State	Zip
E-mail address		Phone		
Please select the form in which you want to receive the records. (Records fee schedule on reverse.)				
	ONIC FILE(S)			
D PRINT	D REPORT(S)			
	E INSPECTION We'll cal	II to set-up an appointme	ent when records are re	eady.

Please identify the particular record or class of records that you are seeking to have disclosed. Note: Failure to provide an adequate description of the record(s) that you are seeking to have disclosed may delay the processing time for your request and/or result in your request being denied.

Signature of requestor

Date

 Office Use Only:
 Date:

 Received by:
 Date:

 Date forwarded to PRO:
 Email form to PRO@co.clallam.wa.us
 Updated 2/12/18

RECORDS FEE SCHEDULE 110-A EFFECTIVE November 21, 2017				
COPIES OF PUBLIC RECORDS	FEE	REFERENCE		
Photocopies, printed copies of electronic records or for the use of agency equipment to make photocopies	15 cents/page	RCW 42.56.120		
Scanned records, or use of agency equipment for scanning	10 cents/page	RCW 42.56.120		
Records uploaded to E-mail or cloud- based data storage device or other means of electronic delivery	5 cents/each 4 electronic files or attachment	RCW 42.56.120		
Records transmitted in electronic format	10 cents/gigabyte	RCW 42.56.120		
Microfilm reader	15 cents/page			
Assessor survey map (color)	\$10 each			
Comprehensive plan/zoning, road maps, or other large-scale maps	\$25 per sheet			
Black and white section map	\$5 per sheet			
Color Maps 18" x 24" 24" x 36" 36" x 48" 36" x 72"	\$6.25/sheet \$12.50/sheet \$25/sheet \$37.50/sheet			
CD/DVD/Other digital storage device	Actual cost of digital storage device			
Postage	Actual cost of postage			
Tax/billing file, tax roll, delinquent property	\$35/each			
Assessment file – includes real property value, sales, improvements, land segments	\$45/set			
GIS-based technical assistance	\$45/hour			
RATES FOR RECORDS' TASKS	FEE	REFERENCE		
Performed by technical/management personnel; i.e. IT, GIS	\$45/hour <sup>1</sup>			

<sup>1</sup> Calculated at Salary Range 62, Step 9, includes indirect costs for IT, GIS, engineering, management and professional personnel
 \* The salary ranges and steps are established by resolution adopted by the Board of County Commissioners and are

incorporated herein, as amended.