

Public Records FAQs

How do I make a Public Records request?

Please visit the City's public records portal, [NextRequest](#), to make your request. Requests by mail, phone, fax, email or in person are also accepted, but will be entered into the portal for processing.

Who can initiate a Public Records request?

Anyone may initiate a request for public records.

What type of information can I request?

Public Records requests may be used to obtain "agency records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by a city agency and are, at the time the request is filed, in the City's possession and control. The Public Records Act excludes certain categories of records from disclosure.

How soon must the City respond to my request?

The City has five business days in which to respond to the request by:

- Providing the record(s) or a link to the record(s).
- Acknowledging receipt of the request and providing a reasonable estimate of the time the city will need to respond to the request.
- Denying the records request.

See [RCW 42.56.520](#) for additional information regarding responses. If a requestor does not receive a response within five days, he or she should contact the Public Records Officer.

How much will I be charged for my request?

Fee schedule - the City charges the following for copies of records:

1. There is no fee for inspecting public records.
2. Photocopies - per page - \$0.15
3. Printed copies of electronic records, per page - \$0.15
4. Scanning paper records, per page - \$0.10
5. Electronic files or attachments uploaded for electronic delivery (email, cloud- based data storage service, or other means of electronic delivery), for each four (4) files - \$0.05
6. Transmission of records in an electronic format or for the use of agency equipment to send the records electronically, per gigabyte (GB) - \$0.10
7. Any digital storage media or device provided by the agency - Actual Cost
8. Postage for mailing shipping container - Actual Cost
9. Other media (color, electronic and/or information provided on a disk or CD-ROM) - Actual Cost

For large requests, the City may:

- Require a deposit of up to ten percent of estimated cost
- Provide records in installments
- Require advance payment before providing further installments.

Who is the City's designated Public Records Officer?

General City Requests

Aimee Kellerman, City Clerk
501 Evergreen Point Road
Medina, WA 98039
425-233-6411

Police Department Requests

Barbara Marxer, Police Office Manager
501 Evergreen Point Road
Medina, WA 98039
425-233-6422

Go to cityofmedinawa.nextrequest.com to file a request.

What is the role of the Public Records Officer?

- Oversee compliance with the Public Records Act.
- Administer program consistent with the City of Medina's Public Records Act Policies and Procedures.
- Provide the "fullest assistance" to requestors.
- Coordinate response to requests with city departments.
- Provide most timely possible & efficient action on requests.
- Protect public records from damage or disorganization.

What records are exempt from disclosure?

The Public Records Act, RCW 42.56, provides that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying (see [WA State Attorney General's exemption list](#)). In addition, there are other statutes not listed in Chapter 42.56 RCW which may exempt or prohibit disclosure of certain documents [[see exemption list outside RCW 42.56](#) (Appendix C to "Public Records Act for Washington Cities, Counties, and Special Purpose Districts," Municipal Research and Services Center, March 2016, and as amended)].

The City of Medina will not disclose lists of individuals for commercial purposes [RCW 42.56.070(9)].

If only a portion of a record is exempt from disclosure, the Public Records Officer or designee will redact the exempt portions before providing the document.