



Lincoln County Economic Development Council

Record Management Policy

Whether or not the Lincoln County Economic Development Council is an entity that must remain in compliance with the Washington State Public Records Act (RCW 42:56) is a question that remains unanswered by several State Agencies. However, the Board of Directors has chosen to implement a Public Records Policy that will be in compliance with the Washington State Public Records Act.

The Executive Director is the designated Records Management Officer for the Lincoln County Economic Development Council (LCEDC). All documents related to the LCEDC will be kept and stored in the office located at 303 6th Street in Davenport WA.

Email and email systems are intended to be a medium of communication. Email messages are subject to the guidelines provided in chapter 40.14 for the preservation and destruction of public records. The official email addresses for the LCEDC are Margie@lincolnedc.org and joyce@lincolnedc.org

LCEDC will respond to your request within five business days after receiving a request by:

1. Providing you with the records available for your review;
2. Acknowledging your request and giving you a reasonable estimate of how long it will take to respond;
3. Communicate to you if any portion of your request is exempt from disclosure under state law.
4. You will be informed what costs may be involved. Paper copies will be 15 cents per printed side. CD's, flash drives, postage and 3rd person charges for scanning or copies will be charged at actual cost. Twenty percent of that cost may be charged in advance.

Once request is fulfilled or made available for review, and there has been no further communication from requestor for 10 consecutive business days, the LCEDC will close the request.

For more information regarding public records disclosure, please visit the Public Records and Open Meetings section of the WA State Attorney General website at www.atg.wa.gov/records .

Please use this form to make a request:

**Lincoln County Economic Development Council
Public Records Request Form**

Name _____ Phone _____

Email _____

Address _____ City _____ State _____ Zip _____

Describe the Records or Information Requested:

1. _____

2. _____

3. _____

I, the undersigned, do declare: I understand the use of public documents containing lists of individuals for commercial purposes violates Washington State law and the privacy of the individuals. "Commercial purposes" means contacting or affecting such individuals to facilitate, in any manner, for a profit-making activity. Therefore, I agree not to use the information requested no allow others to use it for such purposes.

Requestor's
signature _____

Date _____