

REQUEST FOR PUBLIC RECORDS



South Correctional Entity
20817 17th Avenue South
Des Moines, WA 98198
www.scorejail.org

INTERNAL USE ONLY:

Date/Time Received By SCORE _____

Received by _____

REVIEW AND COMPLETE

Name: _____

Address: _____

Business Phone: _____

When Ready Call Mail Email

Home Phone: _____

Note: We must have a valid means to reach you in writing.

Cell Phone: _____

FAX: _____

Email Address: _____

- Inspect the records at no charge (I may request copies after inspection).
 Receive copies or duplicates of records after paying any lawfully required fees. (Fees confirmed prior to producing copies).

RECORDS REQUESTED - If requesting, inmate records, include inmate name and date of birth. Please provide dates and details of records requested. Provide appropriate authorization to release information forms that may also be required.

AUTHORIZATION

AUTHORIZATION TO RELEASE CONFIDENTIAL JAIL RECORD INFORMATION

I, _____, am aware of and understand the confidentiality protections afforded by RCW 70.48.100, a copy of which is attached. Pursuant to RCW 70.48.100(2)(f), I hereby provide written permission to SCORE Jail to release my jail records to the following person(s):

I have had the opportunity to consult with counsel about this grant of permission, which is given knowingly, willingly and voluntarily. This grant of permission does not encompass health care records.

_____/_____/_____
Signature DOB Date

_____/_____/_____
Representative Relationship Date

NOTICE TO REQUESTORS

By law, some records are exempt from disclosure, in whole or in part. If SCORE believes that a record or portion of a record is exempt from disclosure and/or should be withheld, the Public Records Specialist will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld on an exemption log. The Public Records Specialist will redact the exempt portions and provide the non-exempt portions.

Below are a list of some commonly applied exemptions. This list is not exhaustive as other exemptions may apply to your request.

RCW 5.60.060(2)(a)	Attorney-Client privileged communication, and/or attorney work product protected from disclosure.
RCW 42.56.070(1)	Documents and indexes to be made public - personal identifying information.
RCW 42.56.230(5)	Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial information as defined in RCW 9.35.005 including social security numbers, except when disclosure is expressly required by or governed by other law.
RCW 42.56.250(4)	Non-release of personal information.
RCW 42.56.290	Agency party to controversy, and/or attorney work product protected from disclosure.
RCW 70.02.005(4)	Findings. Patient interest in proper use and disclosure of health care information survives when information is held by persons other than health care providers.
RCW 70.02.020(1)	Disclosure by health care provider except as authorized. Disclosure must conform to the patient's written authorization.
RCW 70.48.100(2)	Jail register, open to the public – records confidential – exception.
RCW 70.48.100(3)(a)	Jail booking photographs.
42 U.S.C. 405 (c)(2)(vii)(I)	Social Security account numbers and related records that are obtained or maintained by authorized persons pursuant to any provision of law enacted on or after October 1, 1990, shall be confidential, and no authorized person shall disclose any such social security account number or related record.
45 CFR §160	Health Care Security & Privacy – Uses and disclosures for which authorization is required.

Public records are available to the public as provided by the Washington State Public Records Act (chapter 42.56 RCW). The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.

A portion of the Public Records Act, RCW 42.56.070(9), prohibits an agency from providing lists of individuals requested for commercial purposes. "Commercial purposes" means to use the list to communicate with the individuals named in the record for the purpose of profit-expecting business activity. By signing below, I certify that the lists of individuals obtained through this request for public records will not be used for commercial purposes.

In accordance with RCW 42.56.520, your request may require up to five business days for an initial response. At that time, SCORE will respond by either (1) providing the records (or an installment of the records); (2) providing an internet address link to the specific records requested; (3) acknowledging receipt of the request and giving an estimated timetable for a full response; (4) acknowledging receipt of the request and asking for clarification; (5) or denying the request on the basis that the record(s) sought does not exist or that the record(s) are exempt from disclosure.

Pursuant to RCW 42.56.070(7), SCORE has established a fee schedule that describes the actual costs for providing photocopies or electronically produced copies of public records. Pursuant to RCW 42.56.120(2)(b), SCORE has determined it would be unduly burdensome to calculate the actual costs of responding to public records requests including (a) photocopying and printing, (b) scanning, (c) uploading electronic files, and (d) transmitting records in electronic format. See RCW 42.56.120(2) (b) (i)-(iv). Among the reasons, why calculating actual costs would be unduly burdensome is because it would require SCORE to estimate what percentage of agency resources used for each public records request, which would be very time consuming and outweigh the cost of the duplication. Calculating actual costs with respect to electronic records would create similar concerns.

In the event estimated fees have a materially higher cost, SCORE will contact the requestor to clarify the request, confirm payment of actual cost and establish delivery dates. See **SCORE Fee Schedule** for additional details on costs.

SUBMIT RECORDS REQUEST TO:

South Correctional Entity (SCORE)

Attn: Public Records

20817 17TH Avenue South, Des Moines, WA 98198

Phone: 206-257-6200 **FAX:** 206-257-6310 **Email:** publicrecords@scorejail.org

APPEALS: If you believe the records furnished have been incorrectly redacted, withheld or are incomplete, you may file a written appeal. The appeal must include your name and address, a copy of the redacted document and a copy of this form together with a brief statement identifying the basis of the appeal. Please mail your appeal to:

South Correctional Entity (SCORE)

Attn: Executive Director

20817 17TH Avenue South, Des Moines, WA 98198