

Public Records Request

Kitsap 911 is considered a local government agency and is therefore subject to the [Public Records Act](#).

Public Disclosure Requests

Dispatch communications centers are subject to judicial process and may be considered admissible evidence. All phone, radio and Computer Aided Dispatch (CAD) entries are recorded and Kitsap 911 keeps these records for 6 years.

The disclosure of Kitsap 911 records is governed by appropriate state and local regulations. Public records subject to disclosure may have identifiable details redacted to the extent necessary to prevent an unreasonable invasion of privacy. Any redactions made shall be explained in writing.

Public Records Act: [RCW 42.56](#)

Costs of Agency Public Records

[Kitsap 911 Public Authority Resolution 2020-001](#)

Kitsap 911 will not charge a fee for the inspection of public records or for records available via a publicly available web link, unless the requestor has specifically requested that Kitsap 911 provide copies of such records through other means.

In accordance with RCW 42.56.120 (4) Kitsap 911 collects fees prior to providing the records. If the estimated charge fulfilling an entire request exceeds \$25.00, a deposit is required. Kitsap 911 reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. Once the records are available, final charges minus the deposit amount are due. Records will be provided after full payment is received.

Member agencies shall not incur charges for public records requests. Also exempt from fees is prosecutor's office. All other entities will be charged based on the rates listed above.

Requests with fees that total less than \$3.00 will be waived, provided that large requests are not broken into installments for the purpose of waiving fees.

Kitsap 911 accepts cash or check payments for all fees.

[Kitsap 911 Fee Schedule](#)

\$0.15 per printed page

\$0.10 per scanned page

\$0.05 per 4 files provided by electronic delivery

\$0.10 per electronic transmission (per GB)

Actual Cost for CD/device

Actual Cost for postage when required

Making a Request for Public Records

Any person wishing to request copies of public records of Kitsap 911 should make the request via the [Kitsap 911 request form](#).

If you need to make a request via letter, fax, or e-mail, please [download the PDF form](#). Please send the addressed form to the public records officer.

Written requests should be mailed to:

*Kitsap 911
ATTN: Public Records
911 Carver Street
Bremerton, WA 98312*

Phone number: 360-307-5800 options #2

Fax number: 360-792-5982

E-mail address: kitsap911_PDR@kitsap911.org

The public records officer will oversee compliance with the act, but another Kitsap staff member may process the request. Therefore, these rules will refer to the public records officer "or designee."

Processing of Public Records Requests

Kitsap 911 will respond to requests within five (5) business days of receiving the request. In addition, reasonable time may be required for inspection and/or copying of public records. Kitsap 911 will respond in one of the following ways:

- Providing the record
- Acknowledging the receipt of the request and providing reasonable estimate of time required to respond to the request.
- Denying the request and provide a written statement of specific reasons.

Protecting Rights of Others

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure.

Records Exempt from Disclosure

Some records are exempt from disclosure, in whole or in part. If Kitsap 911 believes that a record is exempt from disclosure and should be withheld, the public records officer or designee will do the following:

Use this [link](#) to see all public records exemptions listed in RCW 42.56.

Use this [link](#) to see all public record exemptions not listed in RCW 42.56.