

**CLARK COUNTY PROSECUTING ATTORNEY'S OFFICE  
PUBLIC RECORDS POLICY**

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**1.0 PURPOSE**

To ensure compliance by the Clark County Prosecuting Attorney's Office with RCW chapter 42.56, the Washington Public Records Act, RCW chapter 10.97, the Washington State Criminal Records Privacy Act, RCW chapter 13.50, the Washington Juvenile Justice Act, and other applicable laws relating to the dissemination and disclosure of public records held by the Clark County Prosecuting Attorney's Office.

*Statutory Authority: RCW 42.56.040; RCW 42.56.100; RCW 10.97.050; RCW 13.50.010.*

**2.0 PROSECUTING ATTORNEY'S OFFICE LOCATIONS**

Prosecuting Attorney's Office (Main Office)  
1013 Franklin Street  
Vancouver WA 98660

Prosecuting Attorney's Office (Civil Division)  
1300 Franklin Street, Suite 380  
Vancouver WA 98660

Prosecuting Attorney's Office (Child Abuse Prosecution)  
601 W. Evergreen, Suite 101  
Vancouver WA 98660

Prosecuting Attorney's Office (Domestic Violence Prosecution)  
1101 Broadway Street, Suite 120  
Vancouver WA 98660

Prosecuting Attorney's Office (Child Support Enforcement)  
800 Franklin Street, Suite 100  
Vancouver WA 98660

*Statutory Authority: RCW 42.56.040(1)(a)-(e).*

For more information regarding the operations and policies of the Prosecuting Attorney's Office, please visit our website at: <https://clark.wa.gov/prosecuting-attorney>

### **3.0 PROSECUTING ATTORNEY'S OFFICE INDEX OF RECORDS**

Consistent with statutory authority, the Prosecuting Attorney's Office maintains public records, however does not maintain an index of such public records pursuant to the authority of RCW 42.56.070(4) and Clark County Code 2.70.050.

### **4.0 PUBLIC RECORDS OFFICER**

The Prosecuting Attorney's Office has a designated Program Coordinator who serves as a point of contact for members of the public and oversees compliance with the public records disclosure requirements of RCW chapters 42.56, 10.97 and 13.50, and other statutes which govern disclosure of records.

Clark County Prosecutor's Office  
Public Records Unit  
PO Box 5000  
Vancouver WA 98666-5000  
(564) 397-2478  
Email: [CCPAPublicRecords@clark.wa.gov](mailto:CCPAPublicRecords@clark.wa.gov)

*Statutory Authority: RCW 42.56.580.*

### **5.0 OFFICE HOURS**

Public records shall be available for inspection and copying at the Civil Division of the Prosecuting Attorney's Office by appointment only during the customary office hours of the office. For purposes of this chapter, the customary office hours shall be from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

*Statutory Authority: RCW 42.56.090.*

## 6.0 PUBLIC RECORDS AVAILABLE AND REQUESTS FOR PUBLIC RECORDS

In accordance with the requirements of RCW 42.56.080:

Public records shall be available for inspection and copying, and the Prosecutor's Office shall, upon request for identifiable public records, make them promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure. The agency shall not deny a request for identifiable public records solely on the basis that the request is overbroad. The agency shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(8) or other statute which exempts or prohibits disclosure of specific information or records to certain persons. Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. The agency shall honor requests received for identifiable public records unless exempted by provisions of this chapter.

Requests for records can be made by:

- **Online Portal:** [Online Records Request Portal GovQA](#)

*\*This is the primary and preferred method for intake of records requests*

- **Mail:**  
Clark County Prosecutor's Office  
Public Records Unit  
PO Box 5000  
Vancouver WA 98666  
Attn: Public Records Unit
- **Phone:** 564-397-2478
- **Fax:** 564-397-2184, Attn: Public Records
- **Email:** [CCPAPublicRecords@clark.wa.gov](mailto:CCPAPublicRecords@clark.wa.gov)
- **In person – recommended location:**  
Clark County Prosecutor's Office, Civil Division  
1300 Franklin Street, Suite 380  
Vancouver WA 98660

Note: Requests for records located at the Child Support Enforcement Office must be made specifically with that office.

*Statutory Authority: RCW 42.56.080; RCW 42.56.100.*

(1) **Identifiable records.** A public records request must be for identifiable records. A request for all or substantially all records maintained by the Prosecutor’s Office is not a valid request for identifiable records. Requests must describe the particular records the requestor is interested in obtaining by providing information such as specific dates, locations, case numbers, names of people involved, topic, keywords and a description of the records being sought.

- a. For records located in criminal prosecution files:
  - i. A request for “police reports” will be interpreted to be seeking the original and any supplemental reports contained in the prosecutor’s file at the time of the request.
  - ii. A request for “discovery” will be interpreted to be seeking all evidence provided to and received from defense during the course of the prosecution at the time of the request.
  - iii. A request for “the entire file” will be interpreted to be seeking all records in the prosecutor’s file at the time of the request, as well as notes from the prosecutor’s case tracking system.
  - iv. A request for body worn camera recordings must:
    - 1. specifically identify a name of a person or persons involved in the incident;
    - 2. provide the incident or case number;
    - 3. provide the date, time and location of the incident or incidents; or
    - 4. identify a law enforcement or corrections officer involved in the incident or incidents.

*Statutory Authority: RCW 42.56.080(1); RCW 42.56.100; RCW 42.56.240(14).*

(2) **Prompt response to request.** Within five (5) business days of the receipt of a request, the Prosecutor’s Office will (i) provide the requested record or provide a link to access the requested record, (ii) acknowledge receipt of the request and provide a reasonable estimate of time required to respond to the request, or (iii) deny the request.

*Statutory Authority: RCW 42.56.520.*

(3) **Need for additional time to respond.** Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

*Statutory Authority: RCW 42.56.520.*

**7.0 CHARGE FOR PUBLIC RECORDS**

No fee shall be charged for the inspection of public records. Pursuant to RCW 42.56.120 and Clark County Code 2.70.110, the Prosecutor’s Office has adopted the statutory fee schedule for copying public records:

<b>PRA Fee Schedule</b>	
Actual cost	Customized service charge (in addition to fees for copies – see copying fees below).
<b>Copies:</b>	
15 cents / page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to make photocopies.
10 cents / page	Scanned records, or use of agency equipment for scanning.
5 cents / each 4 electronic files or attachment	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents / gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically.
Actual cost	Digital storage media or devices.
Actual cost	Any container or envelope used to mail copies.
Actual cost	Postage or delivery charges.
<i>Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</i>	
<b>Option for copies:</b>	
Up to \$2.00 flat fee	As an alternative to the copy charges above, an agency may charge a flat fee of up to \$2.00 for any request when the agency reasonably estimates and documents that the costs are equal to or more than \$2.00. If applied to the initial installment, additional flat fees shall not be charged for subsequent installments.

**Body Worn Camera recordings:**

A requestor seeking body-worn camera recordings who is not directly involved in the recorded incident will be charged the reasonable costs to redact the body-worn camera recording. Consistent with the pay rate for public disclosure specialists and the costs of video redaction software, the Prosecutor’s Office has adopted the body-worn camera redaction rate of \$0.64 per minute of redaction time. Surviving family members of victims will not be charged redaction costs.

The Prosecutor’s Office will charge the actual cost for providing copies of public records such as audio tapes, video tapes, diagrams and/or drawings of scenes. These charges are the

amounts necessary to reimburse the department for its actual costs incident to such copying and mailing.

Advanced payment for the copying of public records, in an amount not to exceed ten percent of the estimated cost of providing copies in whole or in installments, will be required by the Prosecutor's Office prior to beginning work on a request that will incur copying costs. Payment for the balance of costs will be required prior to the release of copies to the requestor.

*Statutory Authority: RCW 42.56.070; RCW 42.56.120; RCW 42.56.240(14); Clark County Code 2.70.110.*

## **8.0 DENIAL OF REQUESTS, REDACTION OF EXEMPTED MATERIAL**

All requested records shall be reviewed prior to production for any information or material that is protected from release by statute. All denials of requests for public records or redactions of exempted material shall be accompanied by a written statement by the public records specialist, specifying the reason for the denial, including a statement of the specific exception authorizing the withholding or redaction of the record and a brief explanation of how the exemption applies to the record withheld.

For informational purposes, a list of the laws which exempt or prohibit disclosure of specific information or records is available at <https://www.atg.wa.gov/sunshine-committee>.

*Statutory Authority: RCW 42.56.070; RCW 42.56.210; RCW 42.56.520(4).*

## **9.0 APPEAL OF DENIALS**

1) Any person who objects to the whole or partial denial of a request for a public record of the Prosecutor's Office may appeal such decision by tendering a written request for appeal to the Prosecutor's Office Public Records Unit. The written request shall specifically refer to the written statement that constituted or accompanied the denial.

2) Immediately after receiving a written request for appeal of a decision denying a public record of the Prosecutor's Office, the public records staff member denying the request shall refer the written request to the Senior Deputy Prosecuting Attorney assigned to the Public Records Unit. The Senior Deputy Prosecuting Attorney shall promptly consider the matter to either affirm or reverse such denial of access to a public record. In any case, the request shall be returned with a final decision within five business days following the written request for review.

3) Any person aggrieved by the decision may seek review of the decision by the Chief Civil Deputy Prosecuting Attorney.

4) Nothing in the foregoing review process is intended to impair or supplant any other remedy that may be available to any aggrieved party.

*Statutory Authority: RCW 42.56.520(4); RCW 42.56.550.*

## **10.0 MULTIPLE REQUESTS FROM THE SAME REQUESTOR**

In order to respond to as many requests and requestors as possible, at the discretion of the program coordinator or designee, multiple requests received from the same requestor may be:

- a) Combined and responded to as one request; or
- b) Processed consecutively, responding to one of the requestor's requests at a time. The requestor may designate a priority for one request over another.

*Statutory Authority: RCW 42.56.100; Clark County Code 2.70.080(4).*

## **11.0 ABANDONMENT OF REQUESTS**

The Prosecutor's Office will require a deposit in an amount not to exceed 10 percent of the estimated cost of providing copies for a request. If records are made available on a partial or installment basis, the Prosecutor's Office will charge for each part of the request as it is provided. If an installment of a records request is not paid for, claimed, or reviewed within 30 days, the Prosecutor's Office is not obligated to fulfill the balance of the request, and the request will be closed as abandoned.

*Statutory Authority: RCW 42.56.100; RCW 42.56.120(4); WAC 44-14-040(8); Clark County Code 2.70.110(4).*

## **12.0 PROTECTION OF PUBLIC RECORDS**

Public records and a facility for their inspection and/or copying will be provided by the program coordinator or designee at the Prosecutor's Office, Civil Division. Such records or documents shall not be removed from the place designated for their inspection and all records will be reviewed under the supervision of the program coordinator or designee.

*Statutory Authority: RCW 42.56.100.*

## **13.0 REQUESTS FOR INFORMATION**

The Washington Public Records Act, RCW 42.56 pertains to specific requests for identifiable public records. Requests for information, generally, are outside the scope of the Act, and such inquiries will be referred to the appropriate agency contact person or denied.

*Statutory Authority: RCW 42.56.580.*

#### 14.0 ADOPTION OF FORM

The Prosecutor's Office hereby adopts for use by all persons requesting to inspect or obtain copies of its records, the electronic Submit a Request form located on the online public records portal available at [Online Records Request Portal GovQA](#). For in-person requests, the Prosecutor's Office hereby adopts for use the form entitled "Request for Public Records".

*Statutory Authority: RCW 42.56.100.*



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Anthony F. Golik, Prosecuting Attorney

Creating date: December 16, 2024