

## **Procedure to request public records.**

(1) Any person seeking to inspect or copy public records of the Walla Walla Sheriff's Office should make the request in writing on the Office's request form, available at <https://www.co.walla-walla.wa.us/Records%20Request%20form.pdf>, by letter, fax, email addressed to the public records officer at [sheriff@co.walla-walla.wa.us](mailto:sheriff@co.walla-walla.wa.us), or by submitting the request in person at the Office's administrative office. The request should include the following information:

- (a) The name of the requestor;
- (b) Contact information such as address, telephone number, email address, or other preferred contact information;
- (c) The address where copies of records are to be mailed or emailed, or notification that the requestor wants to examine the records at the Office's administrative office;
- (d) An identification or description of the public records adequate for the public records officer or designee to locate the record; and
- (e) The date and time of the request.

(2) The Office may inquire about the reason for a request for a list of individuals to determine whether the list will be used for commercial purposes.

(3) The Office's public records officer or his or her designee may accept, by telephone or in person, requests for public records that contain the above information. If the public records officer or designee accepts such a request, he or she will confirm the receipt and substance of the request in writing.