



Hutchinson Irrigation District #16

Public Records Disclosure

The Hutchinson Irrigation District is committed to administering efficient operations by providing public access to records in accordance with RCW 42.56. This act is intended to grant the public access to documentation pertaining to government functions, while upholding individual privacy rights and emphasizing transparency. This administrative regulation establishes procedures that the district will follow to assist requestors and ensure prompt responses to requests, while safeguarding public records from damage and preventing undue interference with other District functions. RCW 42.56.100

1. Definitions

1.1 "Public Records" refers to any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. RCW 42.56.010

1.2 "Writing" refers to handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. RCW 42.56.010

2. How to Request Records. Any persons wishing to access public records or needing assistance in making such a request should direct their request to the Public Records Officer. The Public Records Officer is located at:

Public Records Officer: Nathaniel Kennicutt
Hutchinson Irrigation District #16
PO Box 13028
Spokane Valley, WA 99213

Telephone: 509-926-4634
FAX: 509-924-7972
Email: sevice@hutchinsonid16.org

Physical Office Located At:
618 N. Sargent Rd.
Spokane Valley, WA 99212

In person request can be made at the district office Mon-Fri, 8:30 a.m. - 3:00 p.m. (holidays are exempt). The employees of the District are shared by another Irrigation District and not working full-time on behalf of the District. Additionally, staff may need to attend call-outs. To ensure that employees are present to take your request in-person, please call to confirm they are currently in office.

3. **Form of Request:** Requests for records must be submitted in writing. The district recommends utilizing the designated request form, available at the district office upon request or on the district website under Forms at www.hutchinsonid16.org/forms. Requests may be submitted via email, mail, fax, or in person. Verbal requests will be transcribed and the District employees shall require the requestor to sign the transcribed request.
4. **Response to the Request:** The district will handle requests in the order they are received to ensure efficient processing. After receiving a request, the district will take one of the following actions within 5 business days:
 - (a) Provide the record;
 - (b) Provide an internet address and link on the District's website to the specific records requested, (if the requester cannot access the records through the internet, please inform the District employees and they shall provide alternative methods of viewing the records);
 - (c) Acknowledge that the District has received the request and provide a reasonable estimate of the time the District will require to respond to the request;
 - (d) Acknowledge that the District has received the request and ask that the requestor to provide clarification for a request that is unclear, and provide, to the greatest extent possible, a reasonable estimate of the time the District will require to respond to the request if it is not clarified; or
 - (e) Deny the request. RCW 42.56.520

If there are records available in response to the request, the Public Records Officer will disclose those records in accordance with the timelines provided to the requestor. However, if there are records which include information

which is not subject to disclosure, the Public Records Officer may submit the request to the attorney for the District.

5. **Preservation of Public Records:** Members of the public are prohibited from removing records from designated public viewing areas, as well as from disassembling or altering any public record.
6. **Mechanism for Review of Denial:** Anyone who wishes to challenge the denial of a public records request may submit a written objection to the Public Records Officer for review. The petition should attach or clearly reference the written statement from the Public Records Officer or its representative explaining the denial. The Public Records Officer will review the denial as quickly as possible. RCW 42.56.520)
7. **Fees:** The District Board of Directors has determined that it would be unduly burdensome for the District employees to determine the actual costs of providing public records on each request, due to their shared employment with another irrigation District. However, in an effort to save costs for its customers, the District may charge the statutory costs as set forth in RCW 42.56.120 2(b), depending upon the size or complexity of the request, in the discretion of the Public Records Officer or the Board of Directors.
8. **Deposits and Balances:** If the estimated cost of a request exceeds \$25.00, the district may require a deposit of up to 10% of the estimated cost for copying the requested record. The district is permitted to charge for each portion of the request as it becomes available. In accordance with RCW 42.56.120, the district may withhold the release of the final request or portions thereof until all associated charges have been paid in full.
9. **Organization of Public Records:** In accordance with RCW 42.56.070(4), the District Board of Directors has found that it would be unduly burdensome for the District and its employees to create an index of available records since 1973 under. See *Resolution No. 2-9-2026-2 attached to these procedures*. All existing indexes maintained by the District shall be available upon request according to these procedures.
10. **Record and Information Exempt from Public Disclosure:** The Public Records Act states that several records are exempt from public inspection and copying. RCW 42.56.230 through 42.53.480 contain many of these exemptions. Requestors should be aware of the following non-exclusive list of documents exempt from disclosure.
 - (a) RCW 42.56.070 (8) specifically prohibits the district from disclosing lists of individuals for commercial purposes

- (b) RCW 42.56.230 Personal information in files maintained for employees, appointees, or elected officials to the event of disclosure would violate their right to privacy.
- (c) RCW 42.56.250 (1) Test questions, scoring keys and other examination data used to administer a license, employment and academic examination.
- (d) RCW 42.56.250 (2) All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
- (e) RCW 42.56.250 (3) The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, driver's license numbers, ident card numbers, payroll deductions including the amount and identification of the deduction, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.
- (f) RCW 42.56.250 (5) Investigative records compiled by an employing agency conducting a current investigation of a possible unfair practice under chapter 49.60 RCW or of a possible violation of other federal, state, and other local laws prohibiting discrimination in employment.
- (g) RCW 42.56.290 Records that are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts are exempt from disclosure under this chapter. Any information which is protected by the applicable rules of the attorney-client privilege and attorney work product.

11. Record Retention: The Public Records officer has completed a training course regarding the provisions of RCW 42.56, as well as RCW 40.14 on records retention. Public records of the District are to be maintained according to the applicable provisions of RCW 40.14, as well as the schedules relating specifically to irrigation Districts published by the Secretary of State or Washington State Archives.