



**PIERCE TRANSIT PUBLIC RECORDS ACCESS  
DECLARATION TO RELEASE PUBLIC RECORDS**

\_\_\_\_\_  
(Print Name)

Having been duly sworn, deposes and says:

- 1. I have requested copies of the following public records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. I understand that Washington State Law, RCW 42.56, prohibits the use of lists of individuals for commercial purposes.
- 3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
- 4. I understand that Section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies of same for commercial purposes. I understand that I may be liable in either case.
- 5. I understand that "commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.
- 6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.
- 7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the costs of defending the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*email or mailing Address*

\_\_\_\_\_  
*Phone*

# **PIERCE TRANSIT DISCLOSURE OF PUBLIC RECORDS**

## **Introduction**

The disclosure of public records by Pierce Transit is in compliance with the Public Disclosure Law of the State of Washington as found in RCW 42.56. Interpretations of the policy shall be made by staff and General Counsel to Pierce Transit to ensure there is no conflict with the Public Disclosure Act of the State of Washington. The intent of the policy is to provide public access to information concerning the daily conduct of business. Records are maintained at the Administrative Offices of Pierce Transit where they are available for public review.

## **Procedure**

Records are available for inspection and copying during Pierce Transit's normal business hours of 8 a.m. - 5 p.m., Monday through Friday, excluding holidays. There shall be no fee for the inspection of public records. The fee for providing copies of Pierce Transit records shall be 15 cents per page or actual cost. Authority for the release of a Pierce Transit record rests with the Clerk of the Board or delegate. Responses to requests for public records shall be made by the requested department within five business days of receiving a request. The Executive Department will coordinate the assembly of the requested records. The Administrative Services division shall have the responsibility of providing office space for public review of records and staff for reproduction of requested documents.

## **Exemption**

The Public Disclosure Law of the State of Washington provides for certain classifications of records to be exempt from disclosure. These include: personal information, investigative information, tests, real estate appraisals, valuable data, intra-agency memoranda, and records of controversy. All requests for viewing or copying of public records will be reviewed for compliance with the Public Disclosure Act of Washington.