

CITY OF PORT ANGELES
SUMMARY INFORMATION
REGARDING PUBLIC RECORDS REQUESTS

It is the policy of the City of Port Angeles to provide efficient and thorough access to the City's records in accordance with applicable law. This summary is intended to give the basic information citizens need to make public records requests. However, this is only a summary. Complete copies of the City's public records ordinance and policy are available at City Hall and on the City's website.

All records of the City are located at City Hall.

Port Angeles City Hall is located at:
321 East 5th Street
Port Angeles, Washington 98362

Customer Service and City Clerk hours are:
Monday through Thursday, 8:30 a.m. to 4:00 p.m.; and
Friday, 8:30 a.m. to 12:30 p.m., except legal holidays;
Police Department hours are:
Monday through Friday, 9:00 a.m. to 4:00 p.m., except legal holidays.

To request a public record, contact the Public Records Officer. The City Clerk is the City's Public Records Officer for all City departments, except the Police Department. The Police Department has its own Public Records Officer. The Public Records Officers are available for assistance and information about the City's records.

A request may be made by telephone, mail, fax, email, or delivered in person to City Hall. However, to avoid confusion or mis-communication, a request for public records should be made in writing. For your convenience, the City provides forms for records requests. Forms are available at City Hall and on the City's website.

If you want a public record, please include the following information in your request: the date, your name, your full address, your telephone number, a description of the requested record adequate to identify it, the title and date of the requested record, if known, and whether you want a copy of the record or you want just to view it.

Each Department of the City has a procedure for providing "over the counter" records. Such records may be provided immediately in response to a request. Generally, over the counter records are those that can be readily identifiable, located at a single source (does not require searching multiple files or departments), and the document is routinely made available to the public. If you think the record you want might be an over the counter record, please contact the City department that would have control of the record.

If you make a request and are not immediately provided with an over the counter record, the Public Records Officer will contact you about your records request within five business days after receiving your request. Usually, the Records Officer will send you an “Acknowledgment Letter” acknowledging that the City has received the request and providing an estimate of the time when your records will be available.

Sometimes records requests are unclear. In such cases, the Records Officer may ask you to clarify what records you are seeking.

Most records of the City are available for public inspection and copying. However, some are not. You should understand that both state law and federal law place restrictions on access to certain records. If any such limitations apply to a record you have requested, the Public Records Officer will provide an explanation.

The Public Records Officer will contact you when the records you have requested are available for inspection. Sometimes, the records will be provided in installments.

After the Public Records Officer notifies you that the records are available, you should respond within 15 days. If you ignore the notice and fail to respond, the City may treat the request as abandoned.

If you want copies of public records, there is a copy fee.