

HOW TO OBTAIN PUBLIC RECORDS

If you wish to review or inspect any specific, identifiable records of the City of Ephrata or Ephrata Police Department (available under the Public Records Act, RCW 42), you may make a Public Disclosure Request. Requests will be accepted in person at the following:

Ephrata City Hall, 121 Alder Street SW, Ephrata, WA 98823; FAX (509) 754-0912; or email at ltrachsler@ephrata.org and contact@ephrata.org

Ephrata Police Dept, 121 Alder Street SW, Ephrata, WA 98823; FAX (509) 754-1294; or email at epdcontact@ephrata.org

The following guidelines will expedite your request for Public Records. Questions may be directed to the Public Records Officer at (509) 754-4601 or Ephrata Police Records Manager at 509-754-2491.

- 1. Request forms are available at Ephrata City Hall, Ephrata Police Department and online at www.ephrata.org. Fill out the form and bring, mail, or fax. Emailed requests should include the same information as requested on the form. There must be enough information to locate the specific document(s) you are requesting.**

- 2. Some documents may not be available under the Public Records Act, but may be available under other laws under certain circumstances. If any record is withheld or if parts of it have been censored (“redacted”), we will identify what was deleted and the law by which we have denied access.**
- 3. A response will be provided within five (5) business days of the time that the Request is received. At that time we will provide the record(s), deny the request, or give you a reasonable date by which to review and/or purchase the record(s). You may be contacted to clarify the request in order to serve you better.**
- 4. An appeal process is provided by the Public Records Act if you believe we have not fully complied with the provisions of the Act.**