

Washington Health Care Facilities Authority

Instructions for Requests for Public Records

Washington law RCW 42.56 – Public Records Act - provides the public access to copies of records of public agencies with certain exceptions. The Washington Health Care Facilities Authority (the “Authority”) makes its records available under that law.

How to Request Copies of Records

Anyone wishing to review or obtain copies of Authority records should follow these steps:

1. Check the Authority’s website at www.whcfa.wa.gov as it may contain some or all of the information you are seeking. These records are free and you do not need to make a formal request for them.
2. If the record(s) you are seeking is not on the website and you want to make a Request for Public Records under the Public Records Act, please email whcfarecords@whcfa.wa.gov with the information referenced in Item 1 below or complete the Authority’s Request for [Public Records Form](#).

Request for Public Records Form

1. The Public Records Form provides the Authority the information needed to begin a search for potentially responsive documents, if any, and follow up if the Public Records Officer has questions. If you do not use this form, make sure you include all the information from the form in a written request, including your name, address, telephone, email address, and a description of the records you request.
2. Send the Request for Public Records Form or the pertinent information listed above, to the Washington Health Care Facilities Authority. Mailing address: Washington Health Care Facilities Authority, 410 11th Ave SE, Suite 201, Olympia, WA 98501, Attention Public Records Officer; or Email your request to: whcfarecords@whcfa.wa.gov
3. The Authority’s Public Records Officer will confirm receipt of your request within five business days with any of the following:
 - Provide the record or a link to the record; or
 - Acknowledge receipt of the request and provide a reasonable estimate of the time required to respond (please note – some records may be provided in installments); or
 - Acknowledge receipt of the request and request clarification if the request is unclear, and provide a reasonable estimate of time to respond to portions (if any) that are clear; or
 - Deny the record request, with the reason for the denial.

4. You will be responsible for paying any copying and mailing costs. See attached fee schedule.

Exempt Records

Generally, all Authority records are available for public inspection unless exempt from disclosure under the provisions of RCW 42.56 or another statute. Examples of information that are not available for public review include, but are not limited to:

- Records protected under the Attorney-Client privilege. (RCW 5.60.060(2) (a)).
- Certain confidential personal information maintained on borrowers or applicants. See RCW 42.56.230(5) (exempting financial information from disclosure).
- Lists of individuals to be used for commercial purposes (RCW 42.56.070(8)).
- Certain confidential personal information maintained on employees, appointees, or elected officials to the extent disclosure violates the individual's right to privacy (RCW 42.56.230(3)).
- Records relevant to a controversy and protected under the work product doctrine (RCW 42.56.290).

In addition, the Authority may withhold or redact portions of otherwise disclosable public records where the information is exempt from disclosure under RCW 42.56 or another law not listed above.

**Washington Health Care Facilities Authority
Public Records Fee Schedule
Per the State of Washington's Public Records Act, RCW 42.56.120**

Type of Record	Fee
Photocopy of standard sized (8 1/2 x 11) paper records, or printed paper copies of electronic records.	15 cents per page (each side is one page)
Digital storage media or devices; any container or envelope used to mail copies; postage or delivery charges.	Actual cost
Nonstandard (oversized copies, photographs, etc.)	Actual cost
Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130.	Cost varies – per other statutes
Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.	Actual cost
Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120 (3).	Actual cost
Electronic transmittal of files	5 cents for every four files
Electronic transmittal of records	10 cents per gigabyte
Scanned paper records	10 cents per page (each image is one page)
Records on Authority website	No charge
Records inspected in Authority offices	No charge
Any other record not described above	Actual cost

Guidelines for Waiving Fees and Arranging for Payment of Public Records

The Authority Fee Schedule applies to all public records made under RCW 42.56. Fees are automatically waived when the total response is less than \$50. The Public Records Officer will produce an invoice and a deadline for payment. Payment may be made by check or money order payable to the Washington Health Care Facilities Authority. The Authority has no ability to accept credit or debit card payments.