

REQUEST FOR PUBLIC RECORD

King County Public Hospital District No. 4 will make public records of the District available in compliance with the Washington Public Records Act (RCW 42.56) and any other applicable provisions of federal or state law. The District will acknowledge the request within five business days and either make requested records available for inspection, provide copies, or give a reasonable estimate of when the information may be available.

Public record requests are prioritized and responded to within the limitations of available staff time to prevent excessive interference with essential organizational functions.

All requests for public records should be sent by mail, email or fax and should include:

1. Requestor name
2. Requestor contact information
3. Requested records
4. Information necessary to identify the public records requested.

MAIL /FAX/ EMAIL YOUR REQUEST TO:

King County Public Hospital District #4
Attn: Compliance Officer
9801 Frontier Ave. SE
Snoqualmie, WA 98065

ATTN: JAY RODNE / VALERIE HUFFMAN
PHONE NUMBER: 425-831-2300
FAX NUMBER: 425-831-1994
EMAIL: recordsrequest@snoqualmiehospital.org

PLEASE NOTE:

The District reserves the right to charge \$.15 per page for copies.

If applicable, we calculate the actual copying costs and notify you with a total after the requested records are identified.

It is the policy of the District to receive all costs associated with a public disclosure request prior to providing the documents.

For questions about access to public records, please contact the Compliance Officer at jayr@snoqualmiehospital.org or the Executive Assistant at valerieh@snoqualmiehospital.org.