## 4. PUBLIC RECORDS

The Peninsula Regional Transportation Planning Organization (Peninsula RTPO or PRTPO) seeks to conduct all of its work in an open and transparent nature. To help make sure the public has access to PRTPO records, the following Public Records Policy has been prepared as required by chapter 42.56 RCW.

**Purpose**
The purpose of this policy is to establish public records request and public record retention rules that ensure public access to information concerning the conduct of business by PRTPO. Chapter 42.56 RCW, the Public Records Act ("the act"), defines 'public records' to include any 'writing containing information relating to the conduct of government or the performance of any governmental or propriety function prepared, owned, used, or retained' by the organization, regardless of physical form or characteristics.

**Policy**
Public Records Requests
The Peninsula RTPO adopts the Public Records Act Rules of Procedure of Kitsap Transit, as the PRTPO lead planning agency. A copy of Kitsap Transit's Public Records Act Rules is found on PRTPO's "About Us" page. Kitsap Transit's Public Records Officer will respond to any public records requests made of PRTPO.

Public Records Retention
Peninsula RTPO records are subject to the Local Government Common Records Retention Schedule and the Transit Authorities Records Retention Schedule as provided by the Washington Secretary of State. Kitsap Transit, as the PRTPO lead planning agency, will maintain and retain PRTPO records in accordance with the most recent of these schedules, as well as any other schedule applicable to a particular document.

Public Records Act Request Procedure
Any person wishing to make a public records request of PRTPO should follow the current instructions for contacting Kitsap Transit's Public Records Officer, which is found on the Public Records Request page of Kitsap Transit's website at https://www.kitsaptransit.com/agency-resources/public-records-request . Alternatively, a person may call Kitsap Transit at 360.377.2877 and ask for the Public Records Officer.

Within five business days following receipt of the request, Kitsap Transit will either provide the requested PRTPO records, acknowledge receipt of the request along with an expected date the materials will be available, or provide a reason for denying the

request. PRTPO records will be made available for viewing at Kitsap Transit's Administrative Office at 60 Washington Avenue, Suite 200 in Bremerton. Public records will be available for inspection and viewing during the Kitsap Transit customary office hours: Monday through Friday, 8:00AM to 4:00PM, excluding legal holidays. Records may also be available as copies mailed or sent via email. The fee for providing PRTPO records shall be at the prevailing cost charged by Kitsap Transit at the time of the request, payable at the time records are provided as per state statute.

**Exemptions**

The Public Records Act provides for certain classifications of records to be exempted from disclosure. All requests for viewing or copying of public records will be reviewed for compliance with current state statutes.