

WHITMAN COUNTY
Department of Public Works

Mailing Address:
P.O. Box 430
Colfax, WA 99111-0430

Administration/Engineering
Road Maintenance
Equipment Rental & Revolving
Solid Waste Division
Planning Division
Building & Development

PHONE: (509) 397-4622
Fax: (509) 397-6210
N. 310 Main
2nd Floor Public Service Bldg.
Colfax, WA 99111

Public Works Public Records Research Policy

General Information:

Phone (509) 397-6206
Fax (509) 397-6210, Attn: Records Request
Mail Whitman County Public Works
Attn: Records Request
PO Box 430
Colfax, WA
99111
Email PW-RecordsResearch@whitmancounty.gov
Street Address 310 N. Main
Public Service Building 2nd Floor
Colfax, WA
99111
Office Hours Mon. thru Fri.. from 8:00a.m. to 4:30p.m.

All Public Records Requests

- All requests should include the requesting individual's contact information and a description of the data requested with as much supporting information as possible. For land records research, a minimum of the property location by Section – Township – Range should be provided. If applicable, the city or town with the addition (community) name should also be included. Additional information like relevant dates and adjacent roads, bridges, landforms, drainages, and properties are also very helpful. For in person appointments please be ready to provide as much of this information as possible.

Access to Public Records is available through one of the following methods:

Phone, Fax, Mail, or Email Requests

- Fulfillment of this research can be provided as Public Works Staff time allows with no charge for data provided via email or internet download. Any research that requires copies to be made or scans to Digital Media to be performed will be charged out per the provided rates schedule. If the research request requires immediate attention, staff time will be assigned to accomplish the research as quickly as possible. Data can be provided in all of the previous manners discussed but will be charged out per the provided rates schedule even if it is provided via email or internet download.
- Response time is customarily within five working days to contact the requester. For research that does not require immediate attention, a maximum threshold of five working days to contact the requester still applies.

Total research duration will vary based on request; the requester will be contacted within the mentioned response times, and informed when the research is expected to be complete.

Appointment to do research in person with a Public Works staff member

- Appointments to do research in person with a Public Works staff member can be made during normal office hours.
- Fulfillment of this research can be provided in most cases at the time of the appointment. If the requested work for research, copying, or scanning the records takes longer than the time of the appointment allows for, arrangements will be made with the requester to continue the work at a later time. Data can be provided in all of the previous manners discussed but will be charged out per the provided rates schedule, even if it is provided via email or internet download.
- Response time will be a maximum threshold of five working days to contact the requester after receipt of the request. Total research duration will vary based on request; the requester will be contacted within five days, and informed when the research is expected to be complete. If a request goes to a single individual in Public Works then the five days does not start until that person receives the request.

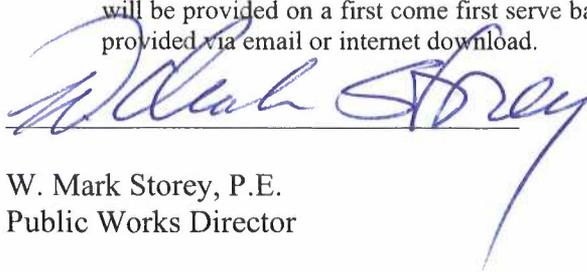
Drop-In Appointment to do research in person with a Public Works staff member

- Drop-In Appointments to do research in person with a Public Works staff member can be done during normal office hours, but there is no guarantee that a staff member will be available to assist. Unsupervised access to records is not allowed.
- Fulfillment of this research can be provided in most cases at the time of the appointment. If the requested work for research, copying, or scanning the records takes longer than the time of the appointment allows for, arrangements will be made with the requester to continue the work at a later time. Data can be provided in all of the previous manners discussed, but will be charged out per the provided rates schedule even if it is provided via email or internet download.
- Response time will be a maximum threshold of five working days to contact the requester. Total research duration will vary based on request; the requester will be contacted within the mentioned response times, and informed when the research is expected to be complete.

Copy/Scan Rates²				
Document Size	Copy	Scan	Color Copy ¹	Color scan ¹
11"x17" or Smaller	\$0.15	\$0.15	\$0.25	\$0.25
11"x17" to 18"x24"	\$3.00	\$3.00	\$5.00	\$5.00
18"x24" to 36"x36"	\$4.00	\$4.00	\$6.00	\$6.00
36"x36" to 36"x72"	\$5.00	\$5.00	\$7.00	\$7.00
Larger than 36"x72"	-----Ask For Pricing-----			

1 – Color Copies and Scans can take many hours to create and may not be available at the time of an appointment.

2 - For research that does not require immediate attention, a maximum threshold of five working days to contact the requester still applies, but research response time could vary from two to ten working days. Total research duration will vary based on request; the requester will be contacted within the mentioned response times, and informed when the research is expected to be complete. Fulfillment of this research will be provided on a first come first serve basis as Public Works Staff time allows with no charge for data provided via email or internet download.



W. Mark Storey, P.E.
Public Works Director