

<i>Title:</i> Public Records Request Policy	<i>Resolution:</i> 25-22
<i>Author:</i> Amanda Watkins, Public Records Officer	<i>Effective Date:</i> 12/20/2006 Updated: 11/02/2015



**Jefferson Transit Authority
Public Records Request Policy**

**Adopted:
August 12, 2025**

1. Purpose and Authority

This policy establishes procedures under the Washington State Public Records Act (“PRA”) to ensure full access to non-exempt public records (RCW 42.56). It outlines how Jefferson Transit Authority (“JTA”) complies with legal requirements, facilitates public access, and protects individual privacy and government efficiency.

The PRA defines any “public record” as any “writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained” by the agency.

The PRA favors disclosure and requires agencies to provide the fullest assistance to requesters while preventing undue interference with essential agency functions.

2. Agency Overview & Public Records Officer

Agency Description

JTA is a special-purpose municipal corporation authorized under RCW 36.57A to provide public transportation services.

Main Office Address

63 Four Corners Road, Port Townsend, WA 98368

Public Records Officer (“PRO”)

Clerk of the Board

Phone number: (360) 385-4777

Email: jtaclerk@jeffersontransit.com

Website: www.jeffersontransit.com

The PRO or designee manages compliance with the PRA and provides assistance in locating and obtaining public records.

3. Availability of Public Records

Inspection Hours

Monday – Friday, 8:30 AM–4:30 PM (excluding legal holidays)

Website Access

Many records are available online at www.jeffersontransit.com

Index of Records

Due to the volume and complexity of records, the JTA Board determined that maintaining a records index would be unduly burdensome and would interfere with agency operations due to JTA’s relatively small size and fiscal and personnel limitations.

Retention of Records

JTA is not obligated to retain every record it has ever created or used. Retention schedules are determined by the record’s content. Transitory records may be destroyed when they are no longer needed, while other records must be retained for a specified period.

Organization of Records

JTA maintains its records in a reasonably organized manner and takes reasonable actions to protect records from damage and disorganization.

4. Submitting a Public Records Request

Requests should be made in writing via JTA’s online form, paper form, letter, fax, or email, and should include:

- Requester’s name
- Mailing address, phone, and email
- Description of records requested

- Date and time of request

Verbal requests may be accepted at the discretion of the PRO or designee but will be confirmed in writing.

5. Processing Requests

Initial Response

Within five business days, JTA will:

- Provide the requested records; or
- Acknowledge the request and give a reasonable time estimate; or
- Request clarification; or
- Deny the request with an explanation.

Failure to Respond

If no response from JTA is received within five business days, the requester should contact the PRO.

Third-Party Notice

If records contain information affecting others' rights, JTA may notify those individuals before disclosure, giving them an opportunity to contact the requester and ask them to revise the request or seek a court order to prevent or limit the disclosure.

6. Records Exempt from Disclosure

The PRA allows certain documents to be exempt from public inspection and copying, including those exempt under other statutes.

A list of exemptions and prohibitions other than those listed in the PRA can be found in Appendix C of the Municipal Research and Services Center of Washington (MRSC) PRA publication.

If an exemption applies to a public records request, JTA will:

- Cite the exemption for withheld or redacted records.
- Provide non-exempt portions where possible.

JTA is prohibited by statute from disclosing a list of individuals for commercial purposes.

7. Inspection & Copying

- JTA will promptly provide space to inspect public records.
- Records must be reviewed at JTA offices.
- No documents may be removed, altered, or disassembled.
- Once the inspection is complete, JTA will confirm that the request is fulfilled and may issue a closure letter.

Installments

Large requests may be fulfilled in installments. If a requester fails to review an installment within 30 days, the request may be closed.

Abandonment, Withdrawal, or Denial

The requester must claim or view the assembled records within 30 days of JTA's notification. JTA will notify the requester in writing and request that they make arrangements. If the requester fails to do so, the request may be closed, and the records refiled.

If a requester withdraws their request, JTA may close it.

Requests for all or nearly all agency records that do not pertain to a specific topic may be denied. Automated bot requests received from the same requester within a 24-hour period that excessively interfere with JTA's essential functions may also be denied.

8. Statute of Limitations

Under the PRA, requesters have one year to seek judicial review of a denied or closed request.

Discovered Records

If additional records are later discovered, JTA will promptly notify the requester and provide the records.

9. Costs

- Records inspection: free of charge.
- JTA finds that calculating actual costs for processing requests would be unduly burdensome due to interfering with essential agency functions. Therefore, JTA adopts the state legislature's statutory default costs.
- Fees are outlined in JTA's Public Records Request Fee Schedule.
- No sales tax applies to public records requests.
- A deposit of up to ten percent may be required before copying.
- JTA may charge actual costs of mailing, including the cost of the shipping container.
- JTA may use external vendors for reproduction, with direct payment by the requester if arranged.

10. Review of Denials

Internal Review

Requesters may seek internal review of denials. The petition should include a copy of the denial letter.

Response

The General Manager will review the denial and respond within two business days or as otherwise agreed.

Judicial Review

Any person may seek court review two business days after the initial denial, regardless of administrative appeals.

RESOLUTION NO. 25-22

A RESOLUTION TO ADOPT A REVISED VERSION OF THE JEFFERSON TRANSIT AUTHORITY PUBLIC RECORDS DISCLOSURE RULES POLICY

WHEREAS, it is the responsibility of the Jefferson Transit Authority Board to approve policy revisions; and

WHEREAS, the purpose of this resolution is to revise the current version of Jefferson Transit Authority's Public Records Disclosure Rules policy, which was last updated in 2015; and

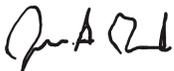
WHEREAS, the proposed revisions include the following:

- Rename the policy to: *Jefferson Transit Authority Public Records Request Policy*; and
- Change the format to the current policy template; and
- Streamline the wordy character, ensuring meaning retention and Public Records Act compliance; and
- Addition of the Statute of Limitations section, recommended by the Washington Association for Public Records Officers (WAPRO); and
- Deletion of the Records Index section, as it is unduly burdensome for Jefferson Transit Authority to maintain a comprehensive index of all agency records; and
- Delete the inactive URL's in the exemption section and publish a list of exemptions on the Jefferson Transit Authority website in document form;

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Transit Authority Board as follows:

Adoption of Resolution No. 25-22, to approve the revised version of Jefferson Transit Authority's Public Records Disclosure Rules.

ADOPTED by the Jefferson Transit Authority Board of the Jefferson County Public Transportation Benefit Area at a regular meeting held this 12th day of August 2025.



Chair



Vice Chair

Attest:



Clerk of the Board

Resolution 25-22
Adopted August 12, 2025