

Lacey Police Department

Public Record Request Process

Public Record Requests for Lacey Police records can be initiated:

- By mail or in person at 420 College Street SE Lacey, WA 98503
- By e-mail to records@ci.lacey.wa.us
- By fax to 360.456.7798
- Over the phone at 360.459.4333

Please note: records request are received and processed Monday-Friday 8:00am-5:00pm (except holidays)

The Lacey Police Department records division will within five business days after receiving a request, either:

- Provide the record(s);
- Acknowledge your request and give you a reasonable estimate of how long it will take to fully respond; or
- Deny the request in writing, with reasons and specific exemption(s) for the denial. *If your request is denied in part or in whole and you believe the information furnished has been incorrectly redacted or withheld, you may file a written appeal with the Chief of Police within seven business days from the date you receive the request.*

Charges for copying

- The Lacey Police Department charges fifteen cents per page for photocopies of public records that exceed ten pages.
- There is no charge for requests totaling ten pages or less.
- There is no charge for inspecting the records requested.
- The Lacey Police Department may require a ten percent deposit of the estimated cost of providing copies for large requests.
- If the request is made available on a partial or installment basis, the Lacey Police Department may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the Lacey Police Department is not obligated to fulfill the balance of the request.

For additional information on requesting public records, please:

- Contact the Lacey Police Department Records Division at 360.459.4333 or via email at records@ci.lacey.wa.us
- Contact Anna McBee, Lacey Police Records Supervisor 360.459.4333 or Carol Litten, City Clerk/City of Lacey Public Records Officer 360.491-3214
- Visit www.atg.wa.gov/obtaining-records
- Review RCW 42.56 at <http://app.leg.wa.gov/RCW>