

## MAKING A PUBLIC DISCLOSURE REQUEST

The Chelan County Sheriff's Office Records Division has specific policies and procedures regarding the release of reports, which are in compliance with the laws that regulate public disclosure with privacy rights.

To obtain a copy of a Chelan County Sheriff's Office report or other document, please use the following procedures.

**Download the Records Request form:** [Public Records Request Form \(PDF !\[\]\(666e09182d4cd268646ea700ea60dcdf\_img.jpg\)\)](#)

**Mail a completed Records Request Form to:**

Chelan County Sheriff's Office  
Attn: Records  
PO Box 36  
Wenatchee, WA 98801  
Telephone: 509-667-6875

**Fax a completed Records Request Form to:** Fax : 509-667-6860

**Email a Records Request Form completed form to:** [Sheriff.Records@co.chelan.wa.us](mailto:Sheriff.Records@co.chelan.wa.us)

**Or, you may make a walk-in request at:** [Records Division](#) counter during business hours Monday-Friday 9am – 5pm.

## RESPONSE FOR REQUESTS

Within five business days of receipt of the request, the Records Division will do one of the following:

- Provide a reasonable estimate when records will be available.
- Contact requestor to request clarification.
- Deny the request citing the reason for denial.

Once the records have been collected, we will notify you. Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to any documents withheld or redactions made.

If the requestor does not receive a response, he or she should contact the Records Division to determine the reason. 509-667-6875

Common exemptions: See [RCW 42.56](#)

Chelan County Code: [1.376.090 – Copying and delivery fees](#)

8.5" by 14" page, or less	\$0.15 per page	Postage	Actual expense
Greater than 8.5" by 14" page	\$1.00 per page	Boxes	Actual expense
Greenbar computer printouts	\$1.00 per page	Envelopes	\$0.50 each
Color maps	\$5.00 per square foot	Copying service	Actual expense
Audio in any medium	\$20.00 per item	Electronic records	See Section 1.376.140
Fax (8.5" by 11" only)	\$1.00 per page		