
WSA RECORDS VIEWING POLICY

1. Member to email a request and state reason for viewing WSA files to:
wsaboard@whidbey.com
2. Allow minimum 20 days' notice to schedule the date to view the WSA files. If the request is urgent, please send an email to wsaboard@whidbey.com explaining the time sensitive urgency.
3. Only one request scheduled at any one time.
4. WSA files cannot be viewed without the presence of the WSA Secretary, the assistant Secretary or Secretary's designee for the full duration of viewing time.
5. Documents are not to be removed or rearranged from the order they are filed.
6. No taking of photos is allowed
7. The requesting member or his representative must sign an Acknowledgement that he/she will not use or sell the names/addresses of members nor facilitate others to use or sell the names/addresses of the members, such by providing copies of the names/addresses.
8. The WSA Secretary is to be alerted if a document is required to be copied. The WSA Secretary will arrange for a copy. Member to arrange for pick-up of the copies.
9. WSA Secretary is responsible for all WSA files remaining intact and any files removed by the Secretary for copying must be returned into the same location.
10. Records will be reviewed at a location selected by the WSA Secretary. The WSA Board does not have a physical place of business so the Secretary will rent a location. Any costs of the rental will be pre-paid by the requester of the information.
11. In order to avoid situations where documents may be inadvertently removed by persons who are viewing the documents, only two members or their representatives will be allowed to review the records at a time.

12. The Secretary may determine the number of hours during which the review will take place and will pre-notify the requesting member of the start and end time of the review. If the Secretary is unavailable to conduct the review or exceeds 2.5hrs, she may select an alternate person who will charge for the time involved at a rate of \$15/hr. This will be paid directly to the Assistant Secretary prior to viewing time.

13. Unless the Secretary determines that a different rate is appropriate based on charges of the location where the copies will be made, copies will be charged at the following rates and will be prepaid by the requester upon a statement from the Secretary. Prepaid Certified Mail Return Receipt Requested will also be prepaid.
 - a) 8.5" x 11": Black & White: 25c per page/Color: 80c per page
 - b) 11x 17: B&W 50c per page/ Color: \$2.00 per page
 - c) 24 x 18: B&W: \$3.00 per page/ Color: \$4 per page
 - d) 36 x 36: \$4.60 per page
 - e) Plat Maps: \$3.45 per page
 - f) Aerial Photos: \$7.00 per page