

## Skagit County Public Records Assistants by Department

Department	Records Contact	Phone	Office Hours	Examples of Records Held by Department
<b>Administrative Services &amp; County Commissioners</b>	Linda Hammons	416-1300	8:00 – 4:30	County budget; resolutions and contracts; Board of County Commissioners meeting agendas and minutes
<b>Assessor</b>	Annette DeVoe	416-1780	8:30 – 4:30	Real and personal property tax assessment; tax exemption & deferral programs; property tax calculations
<b>Auditor</b>	Sandra Perkins	416-1700	8:30 – 4:30	Recorded documents, land records, voter registration and election information, accounts payable, payroll, and financial information
<b>Board of Equalization</b>	Stevee Kivi	416-1740	7:30 – 4:30	Taxpayer petitions requesting review of property assessments; BOE hearing records
<b>Boundary Review Board</b>	Stevee Kivi	416-1740	7:30 – 4:30	BRB hearing records
<b>Clerk</b>	Melissa Beaton	416-1800	8:30 – 4:30	Please note: court records are not subject to the Public Records Act. See <a href="#">WAC 44-14-01001</a> .
<b>Community Services</b>	Annette Madden	416-1500	8:00 – 4:00	Information on resource agencies
<b>Coroner</b>	Haley Thompson	416-1996	9:00 – 4:00	Unattended death statistics
<b>Emergency Management</b>	Hans Kahl	416-1860	7:30 – 4:30	Emergency response planning guides
<b>Facilities Management</b>	Michelle Fry	416-1175	7:30 – 4:30	Facilities studies
<b>Geographic Info Services</b>	Geoff Almvig	416-1131	8:00 – 4:00	Mapping support files; addressing files
<b>Hearing Examiner</b>	Stevee Kivi	416-1740	7:30 – 4:30	Hearing Examiner hearing records
<b>Human Resources</b>	Bonnie Haley	416-1381	7:30 – 4:30	Job descriptions; training records; personnel files
<b>Office of Juvenile Court</b>	Bridget Candler	416-1230	8:30 – 4:30	Juvenile facilities records
<b>Parks &amp; Recreation</b>	Marie Henry	416-1350	9:00 – 5:00	Administration, recreation, parks and fairgrounds maintenance files; Special Pathways Fund maintenance files; Park Improvement Fund maintenance files
<b>Planning &amp; Development</b>	Tawnee Clearbrook	416-1344	8:00 – 4:30	Development, building, land use applications and permits; land use records; GMA record
<b>Prosecuting Attorney</b>	Kris Desmarais	416-1600	8:30 – 4:30	Prosecution records
<b>Public Defender</b>	Janelle Gilbert	416-1650	8:30 – 4:30	Defendant records
<b>Public Health</b>	Annette Madden	416-1553	8:30 – 4:30	Birth certificates; immunization records; food establishments; septic records; drinking water systems and wells; solid and hazardous waste sites
<b>Public Works</b>	Kathleen Cantrall	416-1423	7:00 – 3:00	Road history files; road project files; bridge information; Guemes Island Ferry; traffic information; aerial photos prior to 1993; flood and drainage projects; solid waste; Transfer Station; Clean Water Program; Marine Resources Committee; flood control subzones

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<b>Records Management</b>	Cori Russell	416-1154	6:30 – 3:00	Coordinates requests that span more than one department
<b>Risk Management</b>	Bonnie Haley	416-1381	7:30 – 4:30	
<b>Sheriff</b>	Jamie Bredstrand	416-1922	8:30 – 4:40	Accident reports; investigation files; booking reports; internal investigations
<b>Treasurer</b>	Heather Beauvais	416-1750	8:30 – 4:30	Property tax records