

Skagit County Public Records Assistants by Department

Department	Records Contact	Phone	Office Hours	Examples of Records Held by Department
Administrative Services & County Commissioners	Linda Hammons	416-1300	8:00 – 4:30	County budget; resolutions and contracts; Board of County Commissioners meeting agendas and minutes
Assessor	Annette DeVoe	416-1780	8:30 – 4:30	Real and personal property tax assessment; tax exemption & deferral programs; property tax calculations
Auditor	Sandra Perkins	416-1700	8:30 – 4:30	Recorded documents, land records, voter registration and election information, accounts payable, payroll, and financial information
Board of Equalization	Stevee Kivi	416-1740	7:30 – 4:30	Taxpayer petitions requesting review of property assessments; BOE hearing records
Boundary Review Board	Stevee Kivi	416-1740	7:30 – 4:30	BRB hearing records
Clerk	Kris Desmarais	416-1800	8:30 – 4:30	Please note: court records are not subject to the Public Records Act. See WAC 44-14-01001 .
Community Services	Annette Madden	416-1500	8:00 – 4:00	Information on resource agencies
Coroner	Haley Thompson	416-1996	9:00 – 4:00	Unattended death statistics
Emergency Management	Doug Ten Hoopen	416-1860	7:30 – 4:30	Emergency response planning guides
Facilities Management	Kari McCrea	416-1175	7:30 – 4:30	Facilities studies
Geographic Info Services	Geoff Almvig	416-1131	8:00 – 4:00	Mapping support files; addressing files
Hearing Examiner	Stevee Kivi	416-1740	7:30 – 4:30	Hearing Examiner hearing records
Human Resources	Jessica Neil Hoyson	416-1381	7:30 – 4:30	Job descriptions; training records; personnel files
Office of Juvenile Court	Bridget Candler	416-1230	8:30 – 4:30	Juvenile facilities records
Parks & Recreation	Pauli Mickelson	416-1350	9:00 – 5:00	Administration, recreation, parks and fairgrounds maintenance files; Special Pathways Fund maintenance files; Park Improvement Fund maintenance files
Planning & Development	Tawnee Clearbrook	416-1344	8:00 – 4:30	Development, building, land use applications and permits; land use records; GMA record
Prosecuting Attorney	Melinda Miller	416-1600	8:30 – 4:30	Prosecution records
Public Defender	Janelle Gilbert	416-1650	8:30 – 4:30	Defendant records
Public Health	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
Public Works	<u>Christine Lyons</u>	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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Records Management	Cori Russell	416-1154	6:30 – 3:00	Coordinates requests that span more than one department
Risk Management	Jessica Neil Hoyson	416-1381	7:30 – 4:30	
Sheriff	Jamie Bredstrand	416-1922	8:30 – 4:40	Accident reports; investigation files; booking reports; internal investigations
Treasurer	Heather Beauvais	416-1750	8:30 – 4:30	Property tax records