

**PRA Rule 010. Authority and purpose.**

(1) **Authority.** RCW 42.56.070(1) requires each agency to make available for inspection and copying non-exempt public records in accordance with published rules. The Public Records Act ("the Act") defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.56.070(2) requires each agency to set forth "for information purposes" every law, in addition to the Act, that exempts or prohibits the production of public records held by that agency.

(2) **Purpose of Rules.** The purpose of these Rules is to establish the procedures the City of Vancouver ("the City") will follow in order to provide full access to public records, full assistance to inquirers and the most timely possible action as required by RCW 42.56.100, provided that the amount of City resources provided to respond to public disclosure requests shall not result in excessive interference with other essential functions of the City. These Rules provide information to persons wishing to obtain access to public records of the City and to establish processes for both requestors and City staff that are designed to best assist members of the public in obtaining such access.

(3) **Purpose of Act.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The Act and these Rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation.

(4) **Amendment of the rules.** By authorization of the City Council in the Resolution approving these Rules, the City Manager is authorized to add to and/or amend the Rules as necessary to remain in compliance with laws governing the handling of public records requests. The City Manager shall consult with the Public Disclosure Steering Team ("the Steering Team") as part of enacting any rule changes and shall report any rule changes to the City Council.

**PRA Rule 020. Contact information—Public records officer.**

(1) **Contact information—Public records officer.** Any person wishing to request access to public records of the City, or seeking assistance in making such a request, should follow the procedures set forth in these Rules and contact the Public Records Officer ("the Officer") of the City to submit such a request or to obtain assistance in making such a request;

City of Vancouver Public Records Officer  
Office of the City Clerk  
P.O. Box 1995  
Vancouver, WA 98668-1995  
Phone Number- 360-487-8711  
Fax Number- 360-487-8719  
[publicrecordsofficer@cityofvancouver.us](mailto:publicrecordsofficer@cityofvancouver.us)

Information is also available at the City's website at [www.cityofvancouver.us](http://www.cityofvancouver.us) or [www.cityofvancouver.us/gs/page/public-records](http://www.cityofvancouver.us/gs/page/public-records).

The public records officer will oversee compliance with the Act but another City staff member may process the request. Therefore, when the Rules refer to the Public Records Officer, such reference shall also mean "or designee".

**PRA Rule 030. Availability of public records.**

(1) **Availability.** Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection of records shall occur at the central offices of the City unless another location is approved by the officer or the designee.

(2) **Records index.** The City Council issued a resolution finding that the maintenance of an index was unduly burdensome. This finding was based on the fact that the City comprises ten departments, with divisions and subdivisions, serving more than 165,000 citizens. The different departments maintain separate databases and/or record keeping systems for the indexing of records and information. Because these records are diverse, complex, and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome to maintain a central index of records.

(3) **Organization of records.** The City maintains its records in an organized manner. While committed to fully comply with the Act and these Rules, the City shall take reasonable actions to protect records from damage and disorganization. A requestor shall not take original City records from City offices. A variety of records are available on the City's website at [www.cityofvancouver.us](http://www.cityofvancouver.us). Requestors are encouraged but not required to view the documents available on the website prior to submitting a records request.

(4) **Making a request for public records.**

- (a) The City encourages any person wishing to inspect or copy public records of the City to make the request in writing on the City's request form, or by letter, fax, or email, addressed to the Officer and including the following information:

- Name of Requestor;
  - Physical address of requestor;
  - Other contact information (including telephone number and any email address);
  - Identification of the public records sought (adequate enough for the office to locate the records);
  - The date and time of day of the request
- (b) If the requestor wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements with the officer to pay for copies or scans of the records as provided in PRA Rule 150 below.
- (c) A form is available for use by requestors at the office of the Public Records Officer and online at [www.cityofvancouver.us](http://www.cityofvancouver.us)
- (d) Public records requests are public records and subject to inspection or copying.
- (e) The Officer may accept requests for public records that contain the above information by telephone, email or in person. If the Officer accepts such a request, he or she will provide to the requestor confirmation of receipt of the information and the substance of the request in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.
- (f) Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence, or to require City employees to generate original information to meet the requestor's request. WAC 44-14-04002 and 04003.

**PRA Rule 040. Definitions.**

- (1) **"Public Disclosure Steering Team"** means a team comprised of the City Manager or his or her designee, the Director of Finance/City Clerk, and the City Attorney as established in VMC 2.90.020.
- (2) **"Public Disclosure Coordinating Team"** means a team composed of the Public Records Officer ("Officer") and staff members designated by each City department as established in VMC 2.90.202.
- (3) **"Records request queue"** means a list of all the pending and active Category 3, 4, and 5 public records requests.

(4) **“Standard time period”** means the estimated time to make requested public records available by category of records request.

**PRA Rule 050. Processing of public records requests.**

(1) **Providing assistance.** The Officer will process requests in the order that allows the most requests to be processed in the most efficient manner. In an effort to better understand the request and provide all responsive records, the Officer may inquire about the purpose for the request, but the requestor is not required to state a purpose except as necessary to establish whether inspection and copying would be exempt or prohibited. If the request is for a list of individuals, the Officer may ask the requestor if he or she intends to use the records for a commercial purpose. See PRA Rule 100 and RCW 42.56.070(9). The Officer may also ask the requestor to confirm or provide search terms or key words as well as to describe the scope of the search.

(2) **Acknowledging receipt of request.** Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the Officer will do one or more of the following:

- (a) Make the records available for inspection or copying or provide a web link to the records posted on the City’s website;
- (b) Seek clarification of the request if necessary;
- (c) If copies are requested and payment or payment of a deposit is made as provided in PRA Rule 150, or terms of payment are agreed upon, send the copies to the requestor;
- (d) Provide a reasonable estimate in writing of any additional time needed to fully respond to the request and a date by which the records will be produced in whole or in part depending on whether the records are being provided in installments. “Fully respond” shall mean processing the request by assembling records, redacting, preparing a withholding index or exemption log and, if necessary, notifying third parties named in the records who may seek an injunction against disclosure. The factors used to estimate the additional time needed must be based upon criteria that can be articulated and may be represented in the response estimating the additional time needed. Additional time is allowed under the following circumstances:
  - i) To request clarification from the requestor if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone or in writing. If the clarification is made by telephone, the Officer will confirm the scope of the clarification in writing. The confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope. If the

requestor fails to clarify a request within thirty (30) days, the Officer may consider and shall notify the requestor that the request is abandoned.

- ii) To locate and assemble the information requested; to redact or black out portions of public records if the portion to be redacted is exempt from disclosure and to prepare a with-holding index or exemption log.
- iii) To notify third parties of agencies in the event the requested records contain information that may affect rights of others and may be exempt from production. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request or a statement of the request if no written request was received; or
- iv) to determine whether any of the information requested is exempt from production and that a denial should be made as to all or part of the request; or

(e) deny the request, specifying the reasons for denial.

(3) **Consequences of failure to respond.** If the Officer does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the Officer to determine the reason for the failure to respond.

(4) **Injunction.** Pursuant to RCW 42.56.565, the City may seek to enjoin the inspection or copying of any nonexempt public record by persons serving criminal sentences in state, local, or privately operated correctional facilities.

#### **PRA Rule 060. Categories of requests.**

(1) When a public records request is received, the Officer and/or the designated department representative receiving the records request will categorize the request according to the nature, volume, and availability of the requested records, as follows:

- (a) **Category 1** records requests are requests that require immediate response in the interest of public safety (imminent danger). These requests shall take priority over all other requests.
- (b) **Category 2** records requests are routine or readily filled requests for easily identified and immediately accessible records requiring little or no coordination between departments.
- (c) **Category 3** records requests are routine requests that involve:
  - i) a large number of records, and/or
  - ii) records not easily identified, located, and accessed; and/or

- iii) records that require some coordination between departments.
- (d) **Category 4** records requests are complex requests which may be especially broad or vague which involve:
  - i) a large number of records that are not easily identified, located, or accessed, requiring significant coordination between multiple departments, and/or
  - ii) research by City staff who are not primarily responsible for public disclosure, or
  - iii) review by public disclosure and legal staff to determine whether any of the records are exempt from production.
- (e) **Category 5** records requests are complex requests that may be especially broad or vague which involve:
  - i) a large number of records that are not easily identified, located, or accessed, requiring coordination between multiple departments, and/or
  - ii) research by City staff who are not primarily responsible for public disclosure or
  - iii) legal review for exemption and redaction purposes and creation of a with-holding index or exemption log. These requests may require additional assistance from third parties in identification and assembly of records.

(2) After initial categorization, records requests may be re-categorized in response to unanticipated circumstances or additional information.

**PRA Rule 070. Standard time periods for response.**

(1) The following are standard time periods for response to each category of records requests. The City may or may not be able to comply with the time periods, and will notify the requestor if the standard time period will not be met and will provide the requestor with a reasonable estimate of the time to fully respond. Response times may vary depending on the type of records request, the number of pending requests at any given time and the obligation of the City to ensure that the cumulative effort in responding to records requests does not result in excessive interference with other essential functions of the City.

- (a) **Category 1 records requests.** Generally, the City will respond to Category 1 records requests immediately or the next business day after the request is received.
- (b) **Category 2 records requests.** Generally, the City will respond to Category 2 records requests within five business days. If records cannot be made available within five business days, the City may extend the time to respond as described above.
- (c) **Category 3 records requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the

nature and scope of the request, Category 3 records requests usually require between five and thirty business days.

- (d) **Category 4 requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 4 records requests may require several weeks to several months.
- (e) **Category 5 requests.** The City will provide a written response to the requestor within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 5 records requests may require a number of months.

If feasible based on the nature of the request, Category 4 and 5 requests may be provided in installments. See PRA Rule 120(1).

#### **PRA Rule 080. Records requests queues.**

(1) All Category 3, 4, and 5 records requests shall be maintained and tracked in records requests queues with a separate queue for each category. The queues shall identify the status of the records as "pending," "active," or "completed."

(2) Records requests will initially be entered in the respective queues in the chronological order in which they are received by the City. Responding to a records request is not always a sequential process. The Officer will manage the active queues by moving between requests based on circumstances that may include, but are not limited to the following:

- (a) a request is waiting for records to be retrieved from storage;
- (b) a request is waiting for records to be retrieved from persons or entities that hold them on behalf of the City (e.g. employees, consultants);
- (c) a request is waiting for the requestor to respond to a request for clarification;
- (d) a request is waiting for a response after notifying a third party named in a record;
- (e) a request is waiting for the expiration of the time allowed a third party to obtain an order form a court enjoining release of records;
- (f) a request is waiting for resolution of a legal action filed by a third party to enjoin release of records;
- (g) a request is waiting for legal review of records to determine if they meet the definition of a public record or the applicability of exemptions and production of an exemption log;
- (h) a request is waiting for consideration of a petition to review denial of access;

- (i) a request is waiting for the requestor to pay for copies of the records or pay a deposit for copies;
- (j) a request is waiting for external vendor reproduction of records; or
- (k) a request is waiting for the requestor to claim an installment or physically inspect records.

**PRA Rule 090. Managing the queues.**

(1) The Officer, assisted by the public disclosure coordinating team, is primarily responsible for managing the records requests queues based on the following criteria:

- (a) the number of records responsive to a given request;
- (b) the number and size of other records requests in the queue;
- (c) the amount of processing required for the subject request or requests and other requests in the queue;
- (d) the status of a particular request that is waiting for third-party review or requestor action;
- (e) the current volume of other City work, as it affects the amount of staff time that can be devoted to the subject request or requests.

**PRA Rule 100. Redactions and exemptions.**

(1) **Records exempt from production.** Some records are exempt from production, in whole or in part. If a record is exempt from production and should be withheld, the Officer will identify the record and state the specific exemption and provide a brief explanation of how the exemption applies to the record being withheld. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption is proper. If only a portion of a record is exempt from production, but the remainder is not exempt, the Officer will redact the exempt portions, produce the non-exempt portions, and indicate to the requestor why portions of the record are being redacted. (For the purposes of these Rules, "redact" means the exempt information will be covered in some manner and the record will be photocopied and the photocopy then disclosed. Alternatively, "redact" means scanning a document into Portable Data File (PDF) electronic formatting, then applying editing software to black out redacted portions of the electronic document prior to disclosure.)

(2) **Commercial prohibitions.** The City is prohibited by statute from producing lists of individuals for commercial purposes. If a request is received for any type of list of individuals, an inquiry as to whether the requestor intends to use the list for commercial purposes must be answered before the list can be provided. If the answer is that it will be used for such purposes, the list cannot be produced.

**PRA Rule 110. Inspection of records.**

**(1) Inspection of records.**

- (a) The City shall provide a location to inspect public records in the presence of the Officer or designee. No member of the public may remove a document from the viewing area or disassemble, alter, mark on or destroy any document. The requestor shall indicate which documents he or she wishes the City to copy or scan, if any, and provide payment for those copies or scans.
- (b) The requestor must claim or review the assembled records within 30 days of the Officer's notification to him or her that the records are available for inspection or copying/scanning. The Officer will notify the requestor, in writing, of this requirement and inform the requestor that he or she should contact the officer to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the 30-day period or make other arrangements, the office may close the request and re-file the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which will be processed as a new request.

**PRA Rule 120. Providing records.**

- (1) **Providing records in installments.** When the request is for a large number of records, the Officer may provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that manner. If, within 30 days, the requestor fails to inspect the entire set of records or one or more of the installments, the Officer may stop searching for the remaining records and close the request.
- (2) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Officer will close the request and so inform the requestor. The Officer shall notify the requestor that the request has been considered abandoned.
- (3) **Later discovered documents.** If, after the Officer has informed the requestor that he or she has provided all available records, the Officer becomes aware of additional responsive documents existing at the time of the request that had not been provided previously, he or she will promptly inform the requestor of the additional documents and provide them on an expedited basis.

(4) **Identifiable record.** A requestor must request an "identifiable record" or "class of records" before an agency must respond. An identifiable record is one that agency staff can reasonably locate. The Act does not allow a requestor to search through agency files for records which cannot be reasonably identified or described to the agency.

(5) **Requests for information or non-existent records.** Requests for information are not public records requests. An agency is not required to conduct legal research for a requestor. An agency is not required to create records to respond to a request.

(6) **Documenting compliance.** For records requests that are categorized 3, 4 or 5, the Officer shall retain a copy of the records provided to a requestor and the date of production. If paper copies are provided, the copies should be number stamped or number labeled to evidence which records were or were not provided. A closing letter or memo should be sent to the requestor stating the scope of the request and the outcome together with a statement that asks the requestor to promptly contact the Officer if he or she believes additional responsive records have not been provided.

(7) **Documenting an adequate search.** The Officer and any employee involved in responding to a public disclosure request shall maintain records and information that describe the reasonable efforts made to locate all relevant documents. This information should include details regarding:

- all sources that were searched;
- all locations that were searched;
- all methods used to search for electronic records;
- all search terms used including those provided by the requestor to search for electronic documents.

#### **PRA Rule 130. Processing of public records requests—electronic records.**

(1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** If public records are requested in an electronic format, the Officer will provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by PRA Rule 150 below.

(3) **Customized access to databases.** With the consent of the requestor, the City may provide customized access under RCW 43.41A.130 if the record is not reasonably locatable or not

reasonably translatable in to the format requested. The City may charge a fee consistent with RCW 43.41A.130 for such customized access.

(4) **Retaining electronic copies.** Because an electronic record is more susceptible to manipulation and alteration than a paper record, the City will keep, when feasible, an electronic copy of the electronic records it provides to a requestor to be able to show the exact records it provided and the date of production.

**PRA Rule 140. Exemptions provided by other statutes.**

(1) **Exemptions.** The Act provides that a number of records are exempt from public inspection and copying. In addition, documents are exempt from production if any "other statute" exempts or prohibits production. Requestors should be aware of the following exemptions, outside the Act, that may restrict the availability of some records held by the City for inspection and copying/scanning:

RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality – violations
RCW 4.24.550	Information on sex offenders to public
RCW 5.60.060	Privileged communications
RCW 5.60.070	Court-ordered mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.090(1)(c)	Prohibition regarding specified emergency response personnel recordings
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.29.030	Organized crime special inquiry judge
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject

RCW 13.32A.090	Crises residential centers notice to parent about child
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 13.70.090	Citizen juvenile review board – confidentiality
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.25.450	Confidentiality of genetic testing
RCW 26.33.340	Sealed court adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.020(19)	Unfounded allegations of child abuse or neglect
RCW 26.44.030	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter Registration Records – place of registration confidential
RCW 29A.08.710	Voter Registration Records – certain information exempt
Chapter 40.14 RCW	Preservation and destruction of public records
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Nondisclosure of protected information (whistleblower)
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information

RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker's compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records- available to law enforcement agencies
Chapter 70.02 RCW	Medical records – access and disclosure – entire chapter
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency info. regarding sexually transmitted disease investigations – confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.390	Information about mental health consumers
RCW 71.05.395	Ch. 70.02 RCW applies to mental health records
RCW 71.05.400	Information to next of kin or representative
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.427	Information that can be released
RCW 71.05.430	Statistical data
RCW 71.05.440	Penalties for unauthorized release of information
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.05.630	Release of mental health treatment records
RCW 71.05.640	Access to treatment records
RCW 71.05.650	Accounting of disclosures
RCW 71.24.035(5)(g)	Mental health information system
RCW 71.34.200	Mental health treatment of minors
RCW 71.34.210	Court records for minors related to mental health treatment
RCW 71.34.225	Release of mental health services information
RCW 71A.14.070	Records regarding developmental disability
RCW 72.09.345	Notice to public about sex offenders

RCW 72.09.585(3)	Disclosure of inmate records to local agencies
RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.09.900	Medical Assistance
RCW 74.13.121	Financial information of adoptive parents
RCW 74.13.280	Children in out-of-home placements
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults – confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property
20 USC § 1232(g)	Family Education Rights and Privacy Act
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 – 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 – 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160 – 164	HIPAA Privacy Rules

**PRA Rule 150. Costs of providing copies of public records.**

Unless otherwise provided by law, there is no fee for locating public records or for preparing the records for inspection or copying.

(1) A requestor may obtain standard black and white photocopies for fifteen cents per page and color copies for fifty two cents per page. Nonstandard copies such as engineering drawings and photographs are charged at the actual cost of reproduction. Use of other media such as a disk containing records in an electronic format is charged at the actual cost of the disk.

(2) If copies are required to be mailed, the requestor will be charged the actual cost of postage and the shipping container.

(3) The City may require a deposit of up to ten percent for the estimated costs of copying all the records selected by the requestor and may require full payment before providing the records. If records are provided in installments, the City may charge and collect all applicable copying fees for each installment.

(4) The City reserves the right to waive copying charges for administrative convenience.

**PRA Rule 160. Review of denials of public records requests.**

(1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Officer denying the request.

(2) **Consideration of petition for review.** The Officer shall promptly provide the petition and any other relevant information to the Public Disclosure Steering Team to conduct the review. The steering team will immediately consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree.

(3) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

**PRA Rule 170. Oversight and reporting.**

(1) **Public records performance report.** No later than January 31 of each year, the City Manager will submit to the City Council a report on the City's performance in responding to public records requests during the preceding year. The report shall include, at a minimum:

(a) The number of open public records requests (the size of the queue) at the beginning of the reporting period;

(b) The number of public records requests received in the period, by Category;

(c) The number of public records request closed in the period, by Category;

(d) The number of open public records requests (the size of the queue) at the end of the reporting period.

(e) Any other information that the City Manager deems appropriate.

(2) **Resources devoted to public records disclosure.** Starting with the 2017-2018 biennial budget process, the City Council shall biennially determine and establish the amount of resources to be allocated to public records disclosure. The City Council may reevaluate its determination as part of the mid-year budget adjustment and modify the resource allocation.