

Public Records Act

RCW 42.56

- Passed in 1972, recodified in 2005
- The Public Records Act (PRA) requires that all public records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions.

Public Records Requests | Program Stats

2023 – 140 year to date

2022 – 259

2021 – 132

Commonly Requested Records

- Bus/Surveillance Video (Law Enforcement Requests or Collisions)
- Public Employee Payroll Information
- Purchasing Information

Public Records Request Policy – Last Updated 2007

Statutory Updates

- Noted Order 01-2007 as issued by ITA re: Records Index (Page 3)
- Clarified that a valid request must be for identifiable records. (Page 4)
- Remove reference to old statutes (pages 1-10)
- Clarified that a request for all or substantially all agency records is not valid. (Page 4)
- Added language regarding TPN for payroll, supervisor, personnel, or training records (Page 6)
- Clarified that IT will identify any exempt portion of a record (Page 6)
- Clarified ability for requester to file for court review of request denials (Page 10)

Public Records Request Policy Updates

Process Updates

- Updated description of policy (page 1)
- Adjust designated business hours for inspection of records to 30 hours as allowed by statute (page 3)
- Added fees for electronic records (Page 4, 8)
- Included language to accept PRR's via email (Page 5)
- Clarified that 5-Day response to PRR may include a direct link to records available on IT's website. (Page 5)
- Clarified 5-Day response to PRR may include an estimated first installment date (Page 5)
- Added language for requesting and providing electronic records (Pages 7-8)
- Added costs for electronic copies, materials, customized service charge, and outside vendors (Pages 8-9)
- Removed reference to employee waiver and added language that employees may authorize disclosure of their own personnel information without redaction. (Page 10)

Public Records Request Policy Updates

Contact Information Updates

- Updated contact information for current PRO (page 2)
- Updated address for agency (Pages 2, 3)

Policy Updates Next Steps

- Legal Review Completed
- Presenting to ITA in August

Agency Efforts

- All Staff Training
- Records Committee Reforming Fall 2023
- Procurement of Public Records Software