

**City of Gold Bar**  
EST. 1910



107 – 5<sup>th</sup> Street, Gold Bar, WA 98251

# **Public Records Policies and Procedures Manual**

*Adopted by the City of Gold Bar Council through Resolution No. 16-04 and amended through Resolutions up to 24-03*

## PURPOSE

The City of Gold Bar (the ‘City’) is committed to providing full access to public records in accordance with the Washington State Public Records Act (RCW Chapter 42.56). The purpose of this Public Records Policies and Procedures Manual (‘Policy’) is to establish the policy and procedures that the City will follow in order to provide full access to public records, fullest assistance to requesters, and timely responses as required by RCW 42.56.100, while at the same time protecting public records from damage or disorganization, preventing disclosure of exempt or confidential information, and preventing excessive interference with other essential functions of the City, consistent with the intent of the Washington State Public Records Act (PRA), referenced in *RCW Chapter 42.56* and the Model Rules of *WAC 44-14*.

The City is required to respond to public records requests pursuant to Chapter 42.56 RCW. The City is not required to respond to questions, do research, or to give information that is not the subject of an identifiable public record.

Except where these guidelines are mandated by statute, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this policy as it sees fit, and to revise or change the policy at any time. Failure to comply with any provision of this Policy shall not result in any liability imposed upon the City other than as set forth in the PRA.

## DEFINITIONS

1. **‘Bot Request’** is a request for public records that the City reasonably believes was automatically generated by a computer program or script. *RCW 42.56.080(3)*
2. **‘The City of Gold Bar’** and **‘The City’** includes any office, department, division, bureau, board, commission, or agency of the City of Gold Bar. *RCW 42.56.010(1)*.
3. **‘Exempt record’** includes all agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. See Appendix A for a non-exclusive list of statutory exemptions and prohibitions that may be used by the City. For more information related to Public Record Exemptions please see Municipal Research Service Center’s (MRSC) publication *Public Records Act for Washington Cities, Counties and Special Purpose Districts* on the City’s website under Public Records Requests.
4. **‘Identifiable record’** is one in existence at the time the records request is made and that City staff can locate after an objectively reasonable search. An ‘identifiable record’ is not a request for ‘information’ in general. *WAC 44-12-04002*
5. **‘Public Record’** includes 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 City of Gold Bar regardless of physical form or characteristics. This definition does not include records that are not otherwise required to be retained by the City and are held by volunteers who: (a) do not serve in an administrative capacity; (b) have not been

appointed by the City to a City board, commission, or internship; and (c) do not have a supervisory role or delegated City authority. *RCW 42.56.010(3)*

6. **‘Writing’** means handwriting, typewriting, printing, photostating, photographing, scanning, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. *RCW 42.56.010(4)*

## **RESPONSIBILITY**

**Public Records Officer:** The position of Public Records Officer shall be an employee of the City of Gold Bar as designated and/or hired by the Mayor.

**Offices:** The City of Gold Bar’s office for requesting records is City Hall, 107 - 5<sup>th</sup> Street, Gold Bar, WA 98251. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. The City is closed for lunch between 12:00 noon and 1:00 pm. More information regarding the City of Gold Bar may be obtained through the City’s website, [www.cityofgoldbar.us](http://www.cityofgoldbar.us).

## **PROCEDURE**

1. **How to Request Records:** Any person requesting access to public records or seeking assistance in making such a request must contact the Public Records Officer at:

Public Records Officer  
107 - 5<sup>th</sup> Street  
Gold Bar, WA 98251  
Phone: (360) 793-1101  
Fax: (360) 793-2282  
Email: [publicrecords@cityofgoldbar.us](mailto:publicrecords@cityofgoldbar.us)  
Hours: 8:00 a.m. to 5:00 p.m. Monday-Friday (excluding holidays) The City is closed for lunch between 12:00 noon and 1:00 pm.

2. **Request Format:** While there is no specific required format for a public records request, a requester must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate a timely response to the request.

The City encourages that all requests for public records be made in writing on a *Public Records Request Form*, which is available at City Hall and on the City of Gold Bar’s website, [www.cityofgoldbar.us](http://www.cityofgoldbar.us). Requests may be submitted in person, by mail, fax, e-mail, or orally (see

section regarding ‘Oral Requests’). Mail, e-mail, and faxes will be considered received on the date the form is stamped “received”, not on the date sent. Requests should include the following information to facilitate processing:

- A. The requester’s name, e-mail and/or mailing address, and/or contact phone number;
- B. The date of the request;
- C. The nature of the request, including a detailed description of the public record(s) adequate for the city personnel to be able to identify and locate the records;
- D. A statement regarding whether the records are being requested for a commercial purpose (RCW 42.56.070 (8)); and
- E. Whether the requester desires copies, or to inspect the requested records and preferred method of receiving responsive records.

A variety of records are available on the City’s website at [www.cityofgoldbar.us](http://www.cityofgoldbar.us). Requesters are encouraged to view records available on the website prior to submitting a records request.

**3. Oral Requests.** An oral request does not memorialize the exact records sought and therefore prevents a requester or the City from later proving what was included in the request. Furthermore, as described in WAC 44-14-04002(1), a requester must provide the City with reasonable notice that the request is for the disclosure of public records; oral requests, especially to City staff other than the public records officer or designee, may not provide the City with the required reasonable notice. Therefore, requesters are strongly encouraged to make written requests. If the City receives an oral request, the City staff person receiving it should immediately reduce it to writing and then verify in writing with the requester that it correctly memorializes the request.

**4. Response to Requests.** The City will process requests in the most efficient manner as the Public Records Officer deems appropriate. In an effort to better understand the request and provide all responsive records, the Public Records Officer can inquire about the purpose for the request but the requester is not required to answer except to establish whether inspection and copying would violate RCW 42.56.070(9) or any other statute which exempts or prohibits production of specific information or records to certain persons.

*A. Acknowledging receipt of request.* (RCW 42.56.520) 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 Public Records Officer will do one or more of the following:

- I. Make the records available for inspection or copying;
- II. Provide an internet address and link on the City’s website to the specific

record(s) requested; except that if the requester notifies the City that he or she cannot access the records through the internet, then the City must provide copies of the record, at the expense of the requester.

III. Acknowledge receipt of the request and provide a reasonable estimate of the time needed to 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. Additional time to respond may be necessary under the following circumstances:

a. to request clarification from the requester if the request is unclear or does not sufficiently identify the requested records (see 'Requesting Clarification' section);

b. to locate and assemble the records requested;

c. to notify third persons or agencies affected by the request in the event the requested records contain information that may affect rights of others and may be exempt from production pursuant to RCW 42.56.540.

i. Such notice should be given so as to make it possible for those other persons to contact the requester 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 or summary of the request (WAC 44-14-040);

ii. Nothing in this policy is intended to, nor does it create, any right to such notice.

d. To determine whether any of the information requested is exempt from production and to redact such information and prepare an exemption log.

Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

IV. Acknowledge receipt of the request and ask the requester to provide clarification for a request that is unclear, providing, to the greatest extent possible, a reasonable estimate of the time the City will require to respond to the request if it is not clarified.

V. Deny the request. Any denials of requests, in whole or in part, for public records will be accompanied by a written statement specifying the reason(s) for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. *RCW 42.56.210(3)*

*B. Identifiable record:* A requester must request an "identifiable record" or "class of records" before the City must respond. The Act does not allow a requester to search through City files for records which cannot be reasonably identified or described to the City. A request for all or substantially all records prepared, owned, used, or retained by the City is not a request for identifiable records. A request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of the City's records. *RCW 42.56.080(1)*

*C. Requesting Clarification:* In acknowledging receipt of a public record request that is unclear, the City may ask the requester to clarify what information the requester is seeking. Additionally, clarification may be sought in the following, non-exhaustive, circumstances:

I. To determine the specific date or date range of records sought, if known;

II. To ask a requester to prioritize the records he or she is requesting so that the City is able to provide the most important records first. The City is not required to ask for prioritization, and a requester is not required to provide it.

III. To clarify requests that include identified vague terms such as 'any and all documents related to', 'all records relating to' or similar language. If the requester is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the City's response and/or reduce the volume of potentially responsive documents, the Public Records Officer may err on the side of producing more rather than fewer documents in response to such a broad, general request. City staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requester and the Public Records Act does not allow a requester to search through the City's files for records which cannot be identified or described to the City.

Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the Public Records 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 requester responds with a different statement of the scope.

If the requester fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City must respond to those portions of the request that are clear. *RCW 42.56.520; WAC 44-14-04003(7)*. If the City considers the request abandoned, it should send a closing letter to the requester. *WAC 44-14-04003(7)*

*D. Prioritizing Requests:* Requests will be processed with priority given to small requests for easily located documents, over large or broad requests. The City will provide requesters with a priority list identifying the status of pending requests. The Public

Records Officer shall determine how to respond to requests in the most efficient manner in order to provide the fullest assistance to requesters.

*E. Bot Requests.* The City may deny a bot request that is one of multiple requests from the requester within a 24-hour period, if the City establishes that responding to the multiple requests would cause excessive interference with other essential City functions. (see 'Definitions' for a definition of 'Bot Requests'.)

*F. Response to Requests.* The requester may submit follow-up questions to a fulfilled and/or closed request within seven (7) business days following the date of request closure. This information must be included in the fulfilled/closure notification.

**5. Providing Records in Installments:** When the request is for a large number of records, the City may provide access for inspection and copying in installments if the City reasonably determines that it would be practical to provide the records in that way. If the requester does not contact the Public Records Officer within thirty (30) working days to arrange for pick up or review of the first installment, the City may deem the request abandoned and may stop fulfilling the remainder of the request. The City is not required to process all requests to completion in the order that they are received. Rather, the City may prioritize requests in order to provide for the most expeditious processing of all requests. *RCW 42.56.120*

If the requester has found the records he or she is seeking and no longer desires to receive any remaining installments yet to be produced, the requester should advise the Public Records Officer that the remainder of the request may be cancelled.

**6. Electronic records:** The process for requesting electronic public records is the same as the process for requesting paper public records.

When a requester requests records in an electronic format, if technically feasible, the Public Records Officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available; or will provide the records in a format that is reasonably translatable from the format in which the agency keeps the record. For records in which the City only has a paper copy of the record, the City may scan the record into an Adobe Acrobat PDF file at the requester's request and expense as outlined in the City's Fee Schedule.

## **7. Records Delivery:**

A. The City offers the following four methods for obtaining responsive records.

I. Inspection.

II. Paper copies.

III. E-mail. For requests or installments which have a very low volume of responsive electronic records, the records may be sent by e-mail as an attachment. Responsive

records, including complete or partial installments, will not be e-mailed if determined, in the City's sole discretion, that doing so will excessively interfere with other essential City functions or unreasonably disrupt the operations of the City. Electronic records will be transmitted at the cost as stated in the City's Fee Schedule.

IV. Flash Drives. Requests/installments which have a large volume of responsive records may be delivered in one or more installments and will be copied onto a flash drive. Flash drives can be either picked up in person as provided in Subsection B below, or sent by United States mail and will be provided at the cost as stated in the City's Fee Schedule.

B. When claiming responses to public records requests, in full or in installments, said public records must be picked up by the original requesting party or an agent of the requesting party with written authorization signed by the original requesting party or with written authorization sent by e-mail from the original requesting party, naming the person authorized to pick up records on the requester's behalf. Fulfilled requests and/or installments will not be released to any party other than the original requester without such written authorization.

8. **No Duty to Create Records:** This policy does not require the City to answer written questions, summarize data or information, create new public records, or provide information in a format that is different from original public records; however, the City may in its discretion, create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request. Translating a record into an alternative electronic format at the request of the requester or scanning paper records to make electronic copies of such records does not amount to the creation of a new public record. *RCW 42.56.120(1); WAC 44-14-04003(5)*

9. **No Duty to Provide Information:** This policy does not require the City to respond to requests for information, research, opinions or advice. Requests for information, research, opinions, advice, or similar requests will not be responded to pursuant to this policy.

10. **No Duty to Supplement Responses:** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. A new request must be made to obtain later-created public records.

11. **Fees, Generally:** The City declares that it would be unduly burdensome to calculate the actual costs of providing public records. Therefore the City adopts fees as described under RCW 42.56.120(2)(d) and (e) and EHB 1595, Chapter 304, 'Charging Alternative Flat Fees' and detailed in the City's Fee Schedule. No fee is charged for locating records, inspecting records in person, or for accessing records routinely made available on the City's website prior to receipt of a request, unless the requester has specifically requested that the City provide copies of such records through other means. Payment of fees is required prior to release of records unless other arrangements have been made. *RCW 42.56.120.*

Detailed fees applicable to public records requests can be found in the City's Fee Schedule.

**12. Customized Service Charge:** In addition to any charges noted on the City's Fee Schedule, the City may include a customized service charge if the City estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the City for other purposes. Such charge shall be the actual cost of providing the customized access service. The City must notify the requester in advance of the customized service charge to be applied, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge, and the City must provide the requester the opportunity to amend the public records request in order to avoid or reduce the cost of a customized service charge.

**13. Deposit:** The City may require a deposit of up to ten percent (10%) of the estimated cost to provide records, including customized service charges, prior to copying any records for a requester. The City may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying an installment before providing that installment. *RCW 42.56.120*

**14. Availability and Inspection of Public Records:** Public records are available for inspection and copying at City Hall during normal business hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding the lunch hour (Noon – 1:00 p.m.) and excluding legal holidays. City staff and the requester may make mutually agreeable arrangements for time(s) of inspection and copying.

To the extent possible given other demands for space and staff time, the Public Records Officer shall promptly provide space to inspect public records at City Hall. The City deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Public Records Officer or other designated staff. The City will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the City. All assistance necessary to help requesters inspect particular responsive records shall be provided by the Public Records Officer or other City staff, provided that such assistance does not unreasonably disrupt the daily operations of the City. In accommodating a request for public records inspection, the City may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requester necessary in order to inspect the records, the availability (schedule) of the requester to conduct the inspection, the availability of City staff to observe the inspection, the time constraints on staff availability imposed by other current City business, and any other relevant circumstance.

A. Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the records on the City's website. Access to city computers is not allowed. There are options that make access to City computers not reasonable. For example, the City may utilize cloud-based venues such as 'Dropbox', or utilize outside agencies with the capability to print large files such as maps.

After inspection is complete, the requester shall indicate which documents he/she wishes to have copied using a non-permanent method of marking the desired records as approved by the Public Records Officer. The City will arrange for copying or scanning. Copies and scans must be made by City personnel on City owned equipment unless other arrangements have been made by the Public Records Officer. Depending on City staff availability, the City may require that the copies be made for pick up or mailing at a later date. Copying/scanning shall be charged in accordance with the City's Fee Schedule.

**15. Preservation of Public Records:** No member of the public may remove a public record from City Hall without the City's permission. No member of the public may remove a public record from a viewing area, disassemble, alter, fold, mark, deface, tear, damage, or destroy any public record. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by City staff. Copies of public records may be copied only on copying machines of the City unless other arrangements are made by the Public Records Officer. No food or drink will be permitted during the inspection of public records. Access to file cabinets, shelves, vaults and other City storage areas is restricted to authorized City staff.

**16. Loss of Right to Inspect:** Inspection shall be denied and the records withdrawn by the Public Records Officer if the requester, when reviewing the records, acts in a manner which will damage or substantially disorganize the records or interfere excessively with other essential functions of the City.

**17. Organization of Public Records:** The City finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated and otherwise acquired by the City. *RCW 42.56.070(4) & Resolution No. 21-05A.* Notwithstanding the foregoing, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

**18. Closing Abandoned or Unpaid Requests:** If the requester withdraws the request, fails to pick up or inspect the records within thirty (30) days of notice that the records are available for pick up or inspection, or fails to pay the deposit, installment payment, or final payment for the requested copies, City personnel will close the request. City personnel will document closure of the request and the conditions that led to closure. *RCW 42.56.120*

**19. Records Exempt from Public Disclosure:** The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state law or federal statute or regulation. The City is prohibited by statute from disclosing lists of individuals for commercial purposes. *RCW 42.56.070(9)*

The Public Records Act provides that various records are exempt from public inspection and copying. RCW 42.56.230 through 42.56.480 contain a variety of exemptions from public inspection and copying.

Other statutes outside the Public Records Act may prohibit and exempt disclosure of certain documents or information. *RCW 42.56.070(1)*

Appendix A of this policy contains a list of the statutory exemptions and prohibitions applicable to some records held by the City. This list is not exclusive. The City's failure to list an exemption shall not affect the applicability of the exemption.

If a record is wholly or partially exempt from production and should be withheld or redacted, the Public Records Officer will state the specific exemption and provide a brief explanation of how the exemption applies to the record being withheld or redacted on an exemption log. This explanation should be sufficient to enable the requester to make a threshold determination of whether the claimed exemption is proper.

**20. Mechanism for Review of Denial:** Any person who objects to the denial of a public records request may petition in writing to the Public Records Officer for a review of that decision within five business days of the date of the denial. The petition shall include a copy, or reasonably identify, the written statement by the Public Records Officer or designee denying the request and the basis for the requester's challenge to the denial. The Public Records Officer shall perform a review of the denial as promptly as possible. The review shall be deemed concluded at the end of the second business day following the denial and represents final action for the purposes of judicial review. *RCW 42.56.530*. 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.

**21. Retention of Records:** The City follows *RCW Chapter 40.14, Preservation and Destruction of Public Records*, for the retention and destruction of public records. The Secretary of State's State Archives Committee, approves a general retention schedule for local agency records (including cities) common to most agencies.

The retention schedule for local agencies is available at [www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives). Retention schedules for records vary based on the content of the record. *WAC 4414-03005*

**22. Processing Public Records Requests:** In an effort to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency, the City shall retain a Public Records Officer for the handling and processing of public records requests. This position shall be either full-time or part-time at the discretion of the Mayor and based upon work load.

**23. Disclaimer of Liability:** Neither the City nor any officer, employee, official or custodian shall be liable, or shall a cause of action exist, for any loss or damage based upon a release of Public Records if the person releasing the records acted in good faith in attempting to comply with this policy.

This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall", nothing in

this policy is intended to impose mandatory duties on the City beyond those imposed by state and federal law.

**Appendix A**  
**RCW Exemption and Prohibition Statutes<sup>1</sup>**

**Washington State Statutes**

<u>RCW 2.64.111</u>	Documents regarding discipline/retirement of judges
<u>RCW 2.64.113</u>	Confidentiality – violations
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u>	Court-ordered mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Child victims and witnesses – protection of identity
<u>RCW 7.69A.050</u>	Rights of child victims and witnesses – addresses
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9A.82.170</u>	Financial institution records – wrongful disclosure
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition regarding specified emergency response personnel recordings
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.29.030</u>	Organized crime special inquiry judge
<u>RCW 10.29.090</u>	Records of special inquiry judge proceedings
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 13.32A.090</u>	Crisis residential centers notice to parent about child
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offenders
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses

<sup>1</sup> This list of statutory exemptions and prohibitions of some records held by the City of Gold Bar is not exclusive, nor does this list imply that the City of Gold Bar has or maintains some or all of the types of records noted in this list.

<u>RCW 13.60.020</u>	Missing children information
<u>RCW 13.70.090</u>	Citizen juvenile review board – confidentiality
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.345</u>	Release of name of court for adoption or relinquishment
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.020(19)</u>	Unfounded allegations of child abuse or neglect
<u>RCW 26.44.030</u>	Reports of child abuse/neglect
<u>RCW 26.44.125</u>	Right to review and amend abuse finding – confidentiality
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – Confidentiality, privilege, and disclosure
<u>Chapter 40.14 RCW</u>	Preservation and destruction of public records
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record
<u>RCW 48.62.101</u>	Local government insurance transactions – access to information
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies

<u>RCW 50.13.100</u>	Disclosure of non-identifiable information or with consent
<u>RCW 51.28.070</u>	Worker's compensation records
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Chapter 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations - confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.24.105</u>	HIV/STD records
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of rape crisis centers in discovery
<u>RCW 71.05.390</u>	Information about mental health consumers
<u>RCW 71.05.395</u>	<u>Chapter 70.02 RCW</u> applies to mental health records
<u>RCW 71.05.400</u>	Information to next of kin or representative
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.427</u>	Information that can be released
<u>RCW 71.05.430</u>	Statistical data
<u>RCW 71.05.440</u>	Penalties for unauthorized release of information
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Authorization requirements and access to court records
<u>RCW 71.05.630</u>	Release of mental health treatment records
<u>RCW 71.05.640</u>	Access to treatment records
<u>RCW 71.05.650</u>	Accounting of disclosures
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.200</u>	Mental health treatment of minors – records confidential
<u>RCW 71.34.210</u>	Court records for minors related to mental health treatment
<u>RCW 71.34.225</u>	Release of mental health services information

<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders
<u>RCW 72.09.585(3)</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.09.900</u>	Medical assistance
<u>RCW 74.13.121</u>	Financial information of adoptive parents
<u>RCW 74.13.280</u>	Children in out-of-home placements - confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property
<b>Selected Federal Confidentiality Statutes and Rules</b>	
18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (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 -	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 Rule
46 CFR 40.321	USCG regulations regarding confidentiality of drug and alcohol test results done by marine employers

