

## 1.2.1

### **CITY OF BOTHELL ADMINISTRATIVE ORDERS**

**TITLE:** Public Records Disclosure Policy & Procedures

**EFFECTIVE DATE:** January 10, 2019

**REPLACES ORDER:** 1.2.1, dated June 21, 2012

**APPROVED BY:** \_\_\_\_\_



Name: Jennifer Phillips  
Title: City Manager

## **1.0 PURPOSE:**

The City of Bothell is committed to providing full access to public records in accordance with the Washington State Public Records Act (Chapter 42.56 RCW). The purpose of the Act is to provide the public with full access to records concerning the conduct of government, while also being mindful of individual privacy rights and the need for efficient government administration. This administrative regulation is adopted to establish the policy and procedures the City of Bothell will follow to provide the fullest assistance to requestors and the timeliest possible action on requests while protecting public records from damage and preventing excessive interference with other essential agency functions.

## **2.0 DEPARTMENTS/DIVISIONS AFFECTED:**

All.

## **3.0 REFERENCES:**

Chapter 42.56 RCW  
Chapter 44-14 WAC (advisory)

## 4.0 **DEFINITIONS:**

**Public record:** A writing, regardless of physical form, containing information relating to the conduct of government or the performance of any governmental or proprietary function that is prepared, owned, used, or retained by the City.

**Writing:** Broadly defined, a writing means handwriting, typewriting, printing, photographing, and any other means of recording any form of communication including, but not limited to, letters, words, pictures, sounds or symbols or their combinations; papers; maps; magnetic or paper tapes; photographic films and prints; motion picture, film, video, and digital recording; and other documents including data compilations from which information may be obtained or translated regardless of format. An email is a writing.

**RIMC and RIMC Member:** The Records Information Management Committee (RIMC) is comprised of representatives from each City department to gather, share, and disseminate records management information and public records policies and procedures. The RIMC Member for each department is the person or persons designated to accept, track, log, and fulfill public records requests within a City department.

**GovQA:** GovQA is the City of Bothell's online Public Records Center. It is accessed via the City of Bothell's [Public Records Request](http://bit.ly/2BAbaGl) webpage (<http://bit.ly/2BAbaGl>). Through GovQA, requestors can submit requests for public records, track requests, pay invoices, and view and download responsive documents. City staff can use GovQA to respond to requests, track requests, and provide responsive documents. GovQA will be used to fulfill the state's logging and reporting requirements for the City's public records requests regardless of means of request or mode of fulfillment.

## 5.0 **ORDER:**

All staff members shall be aware of and follow this policy and procedure for fulfilling records requests by the public.

## 6.0 **POLICY:**

### **6.1 Public Records Officer**

The City Clerk shall serve as the Public Records Officer of the City of Bothell. The City Clerk may appoint a designee to fulfill the responsibilities of the Public Records Officer.

The Public Records Officer shall oversee the compliance with the Public Records Act throughout the City by serving as a point of contact for City staff regarding public records and for members of the public seeking access to public records. The Public Records Officer may be reached at [PublicRecords@bothellwa.gov](mailto:PublicRecords@bothellwa.gov) or 425-806-6154.

In the interest of providing effective access to public records, the Public Records Officer will refer parties requesting public records to a department's RIMC Member as appropriate. The Public Records Officer shall maintain a list of department RIMC Members who are designated to accept and fulfill requests for disclosure of public records on a regular basis and shall provide advice and instruction to RIMC Members and other staff regarding fulfillment of such requests.

The Public Records Officer shall, as appropriate, distribute to City staff updates on laws, legal precedents, and policy changes affecting fulfillment of records requests.

## **6.2 RIMC Members**

There shall be at least one designated RIMC Member and one backup from each department of the City to assist the public in obtaining access to public records. In consultation with the Public Records Officer, RIMC Members may communicate directly with requestors, forward requests to other City employees as necessary, compile responsive records, maintain logs of official requests fulfilled by his/her department, and provide statistical reporting of disclosure activity to the Public Records Officer.

## **6.3 Municipal Court Records**

Bothell Municipal Court records are not subject to the Public Records Act. Instead, such records are subject to release under the Washington State Court General Rules 31 and 31.1. Requestors seeking access to Bothell Municipal Court records must request such records directly from the court. Please see the Court's records request information [here](http://www.bothellwa.gov/262/Records-Requests) (<http://www.bothellwa.gov/262/Records-Requests>). If requests for court records are submitted to other City staff or through GovQA, the requestor should be referred to the Court directly.

## **6.4 Police Records**

The Bothell Police Department is responsible for the coordination, tracking, and fulfillment of requests for police records. The Public Records Officer shall transfer all requests for police records received by other City departments to the Police Department.

## **6.5 Fees**

No fee is charged for the inspection of a public record. Fees will be charged for copies of public records and shall be calculated based upon the annual fee resolution adopted by the City Council.

Fees will be waived if a request is made by a state or local public agency. Fees will also be waived when the charges for providing responsive records totals \$1.00 or less. However, such costs will not be waived when it appears to the Public Records Officer that a request or requests has/have been tailored to take advantage of this waiver.

The City reserves the right to use an outside vendor for large-scale requests, odd-sized copies, and media copies or conversions. The City will make reasonable efforts to notify the requestor

in advance that an outside vendor will be used, and the City shall charge the requestor for the actual costs paid to the outside vendor.

Payment of fees is required prior to release of records. When requested records are provided on an installment basis, fees shall be collected for the applicable installment prior to provision of that installment. If payment for an installment is not received within 30 calendar days of notice of invoice, the entire request will be deemed abandoned and closed.

As provided in RCW 42.56.120, the City may require a deposit of up to 10% of the estimated cost of copying records prior to copying any records for a requestor. Such a deposit may be required where the requestor made a prior records request but did not make payment once records were made available, where an outside vendor will be used, or where there is a particularly large request.

## **6.6 Organization of Public Records**

The City Council found by resolution (No. 1113) 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. This is particularly so given the high volume, various locations, and types of public records received, generated, and otherwise used by the City. However, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

## **6.7 Records and Information Exempt from Public Disclosure**

The Public Records Act, particularly in RCW 42.56.230 through RCW 42.56.480, provides that a number of types of documents and/or information is exempt from public inspection and copying. Notably, RCW 42.56.070(9) specifically prohibits the City from disclosing lists of individuals for commercial purposes. In addition, RCW 42.56.070(1) exempts documents from disclosure if any other statute exempts or prohibits disclosure. For informational purposes and consistent with RCW 42.56.070(2), the Public Records Officer will publish and maintain a list of the potential other exemptions that restrict the availability of some documents held by the City for inspection and copying.

## **7.0 PROCEDURE:**

### **7.1 Requesting Public Records**

All requests should be submitted through the Bothell Public Records Center (“GovQA”). GovQA is accessed via the City of Bothell’s [Public Records Request](http://bit.ly/2BAbAGl) webpage (<http://bit.ly/2BAbAGl>). Staff shall direct requests for public records to GovQA. Staff may instruct requestors to resubmit requests through GovQA when requests are received by mail, fax, or email. In the event that a person is unable or unwilling to submit his or her request through GovQA, such persons shall communicate directly with the Public Records Officer to submit a request.

A requestor must provide the City with reasonable notice that the request being made is for public records. To ensure such reasonable notice is provided, requestors are directed to use GovQA or the requestor has the responsibility to take other steps to clearly identify their request as one for public records. For example, a request for records submitted to City staff with other documents not related to disclosure of public records is not reasonably providing notice unless the requestor takes additional efforts to identify it as such.

### **7.2 Specifics of Request**

Requests should include the following information:

- a. The name and contact information of the person making the request.
- b. A description of the public records being requested, sufficiently detailed to locate the records.
- c. Whether the requestor wants to inspect the records, wants copies, or wants to inspect and then select records for copying. If the requestor wants copies, s/he should indicate the desired method of delivery of copies.

### **7.3 Requests for Police Records**

In addition to the information listed above in section 7.2, requests for police records should also include either:

- d. Case number, if known.
- OR*
- e. Name(s) of parties involved.
  - f. Date(s) of birth of parties involved.
  - g. Date, time, and location of incident.

### **7.4 Requests for Custom GIS Data**

Requests for custom GIS data records or custom maps shall be directed to GIS Services. Such requests can be submitted by email to [gisrequest@bothellwa.gov](mailto:gisrequest@bothellwa.gov).

A custom GIS data record or custom map is a request for the creation of new products, not a request for existing public records. Therefore, such a request is not subject to the Public Records Act. The City is not required to create new custom maps or data. Creation of such maps or data is at the City's discretion; such work may be performed where it does not adversely impact normal and essential operations of the City. Fees for this service shall be calculated based upon the annual fee resolution adopted by the City Council.

### **7.5 Requests for List of Individuals**

Because the City is prohibited from disclosing lists of individuals for commercial purposes, requests for public records that include lists of individuals require a signed certification by the requestor that such lists shall not be used for commercial purposes. A standard certification provision is included with requests submitted through GovQA. The Public Records Officer or RIMC Member may conduct research to confirm that a request is not for commercial purposes and may require additional documentation from the requestor attesting to the same.

### **7.6 Staff Processing of Requests**

The Public Records Officer shall oversee all requests received through GovQA; however, it is not intended that the Public Records Officer personally review or fulfill every request. The Public Records Officer will assign responsibility for specific requests to the RIMC Member(s) representing the department(s) where the requested records may be located. The Public Records Officer may be the lead contact for requests that require searches by multiple departments.

If any department member receives a written public records requests received by means other than GovQA, s/he shall forward the records request to the Public Records Officer. The Public Records Officer or the assigned RIMC Member will enter such requests for records into GovQA for further processing and fulfillment.

In-person requests submitted on the City's official request form that are fulfilled at the time of submission shall still be entered by the RIMC Member or Public Records Officer, as appropriate, into GovQA for tracking purposes.

### **7.7 Responses to Requests**

The City must respond to a request for public records within five (5) business days. The five-day response period begins on the business day immediately following receipt of the request. Business days do not include weekends or City holidays.

This policy does not require the City to answer written questions, create new public records, or provide information in a format that is different from original public records. A request for general information is not a valid public records request.

Within five (5) business days of receiving a request, the City will either:

- a. Provide the record(s).
- b. Acknowledge in writing that the request has been received and provide a reasonable estimate of the time it will require to provide the records or a first installment of the records.
- c. Provide a direct link to the requestor to the online documents, if the records requested are available via the City website and staff exercise discretion to provide such a link in lieu of another means of fulfillment. Appropriate care shall be taken to ensure that this

option is not mistaken as a refusal to provide the requested record in paper or other approved format if a hard copy has been requested.

- d. Provide a response indicating that the City does not have records responsive to the request. When practicable, the City may direct the requestor to another agency believed to have the records requested.
- e. Seek clarification of the request. A clarification request shall provide a reasonable due date for the requestor's reply, providing an explanation for how a request will be interpreted and fulfilled in the absence of clarification being provided. Particularly if the request contains only portions that are unclear, the City will respond to the portions of the request that are clear by a due date outlined in the City's request for clarification.
- f. Deny the request.

The primary means of transmitting correspondence is by message through GovQA, which will be transmitted through the system to the requestor as an email.

All denials of requests 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.

When determining a reasonable estimate of time required to fulfill a public records request, the Public Records Officer or RIMC Member may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records and create associated documentation, consult with appropriate staff regarding potential exemptions, and notify third parties or other agencies of requests for information of a sensitive nature consistent with the provisions of RCW 42.56.540. RIMC Members shall advise department record holders of the five-day response deadline when forwarding requests for records and consult with record holders when estimating the fulfillment date.

Fulfillment of requests shall be processed in the order that provides the timeliest response. Requests may be fulfilled in the order of receipt as long as easily fulfilled requests are not postponed behind larger or more complicated requests strictly because they were received later.

### **7.8 Locating Responsive Records**

Staff shall make a reasonable effort to identify and locate any and all responsive records. When identifying records, the RIMC Member or Public Records Officer may ask the requestor for clarification or refinement of the request. In the case of verbal clarification, staff involved in the conversation shall document the clarification in writing.

Requests for "any and all" records when related to a particular topic or keyword shall not be considered overly broad. Staff shall not conclude that a request is overly broad or does not adequately identify the records requested without attempting to obtain clarification from the requestor.

Staff is not required to create new records in response to a request for public records, but shall, when deemed feasible, tailor existing database or indexes to provide a report responsive to a request that otherwise would not be produced in the normal course of business. The determination of feasibility of creating such reports shall take into account the ability to redact or withhold exempt information.

The City is required to provide only those records that exist at the time a request is made. The City cannot maintain and fulfill “standing” requests or requests for records that may be created at a future date.

## **7.9 Internal Review**

### **a. Questions of Exemption**

Record holders and/or departments are responsible for identifying potentially exempt records or records that contain potentially exempt information. When doubt arises as to whether records or portions of records subject to a request are exempt from disclosure, the RIMC Member shall consult with the Public Records Officer and the City Attorney, who may inspect the records before authorizing disclosure. RIMC Members will be responsible for redacting exempt information from departmental records.

### **b. Questions of Overly Broad Requests**

If staff is not able to identify with confidence the records sought by a requestor or when a request appears to be overly broad, the RIMC Member shall consult with the Public Records Officer and the City Attorney, who may review the request and provide direction to staff regarding its fulfillment. Where requests are unclear or overly broad, the Public Records Officer or City Attorney may recommend that the RIMC Member contact the requestor to obtain clarification.

## **7.10 Providing Responsive Records**

Final responses shall either include copies of the requested records or provide direction to the requestor to arrange for inspection of records. When the City is not able to provide the requested records within five (5) business days, the RIMC Member or Public Records Officer shall provide a written estimate to the requestor at the earliest possible opportunity.

### **a. Inspection of Responsive Records**

Requestors may choose to inspect requested records prior to City staff making copies and should be encouraged to do so when the volume of records is large. Inspection of records may serve to narrow the scope of the request and can be useful for identifying and providing the appropriate responsive records to the requestor.

Requestors may make arrangements to inspect records on City premises during normal business hours at a mutually convenient time. City staff may be present during the inspection of records. Requestors shall return all records inspected in the condition and order they were provided. Records shall not be altered in any way, rearranged, or removed

from City premises during inspection. A requestor may flag selected pages for copying but shall not alter the original record. City staff will make the requested copies or arrange for copying and the requestor will be charged for copies in accordance with the City's fee schedule.

The City reserves the right to make copies of records for inspection rather than provide the original records for inspection. The requestor will not be responsible for copy costs if the requestor only inspects the records.

#### **b. Electronic Copies**

A variety of records are available through the City's Document Library located at [www.bothellwa.gov](http://www.bothellwa.gov). To the extent practical, the City will store, maintain, and make its records available electronically.

Records available in electronic form may be provided to a requestor in native format unless the requestor specifically asks that they be provided in paper or other form. Staff will work with the requestor to determine the most appropriate method for providing electronic copies of responsive records. Requestors may request paper copies of electronic records subject to applicable copying charges adopted by the City.

This policy shall not obligate staff to create electronic records or to convert electronic records into a format or medium in which the records are not already maintained. Staff is encouraged to convert records from other formats to electronic records when reasonable and technologically feasible to do so, provided such conversion is not unduly burdensome and does not interfere with other essential City functions.

Electronic records shall be provided to the requestor through the Bothell Public Records Center portal (GovQA). In such cases where the requestor is unable or refuses to use GovQA, staff may deliver electronic records via email, as size allows. The email message and attached records shall be generated and sent in GovQA for tracking purposes.

#### **c. Installments**

If appropriate, records requests may be fulfilled in partial installments to provide the fullest assistance to requestors. If an installment is not claimed or if arrangements for inspection of an installment are not made prior to 30 calendar days from notification of availability, the City may consider the request abandoned and discontinue compiling subsequent installments of the same request. Staff is not required to contact the requestor prior to deeming an installment request abandoned when a requestor has been previously warned of this consequence.

#### **d. Requestor Responsibility**

Requestors shall arrange to inspect records or claim copies, including electronic copies, of records within 30 calendar days following notification that responsive records are available. Calculation of the 30 calendar days begins on the business day immediately following the City's notice that the records are available and includes weekends and City

holidays. Requestors must respond to requests for clarification within 30 calendar days of being contacted or a request will be deemed abandoned and closed. The Public Records Officer or RIMC Member is not required to confirm whether the requestor still wants the requested records prior to closing the request.

## **7.11 Exemption from Disclosure**

### **a. Withholding or Redaction of Records**

Requested records may be subject to exemption from disclosure under the Public Records Act or other statutes. Exempt records shall be withheld or redacted consistent with statutory requirements and the withholding or redaction shall be documented for the requestor in accordance with the requirements of RCW 42.56.210 and this policy and procedure.

The presence of exempt content does not necessarily exempt an entire record from disclosure. Exempt portions of an otherwise disclosable record shall be redacted prior to inspection or copying.

Prior to withholding exempt records or redacting portions of records, the RIMC Member may consult with the Public Records Officer and the City Attorney. Departments may adopt standard written procedures for withholding or redacting portions of commonly requested exempt records.

### **b. Exemption Explanation**

When records are withheld or redacted, the requestor shall be provided, in writing, a brief explanation of the reason for withholding and statutory citation(s) supporting the exemption. The written explanation may be in the form of an exemption log or letter explaining the information withheld and the statutory basis for each redaction or record withheld. Individual occurrences of the same type of redaction may be listed generally in the exemption log or letter where staff determines it is reasonable and efficient to do so. For example, if a social security number is the only information redacted from the entire record, there is no need for an exemption log separately listing every occurrence of the redaction; rather, a single notation in a log or an explanation in a cover letter may provide a single explanation for the redaction and state that the social security number has been redacted throughout the record(s).

Where an exemption log is used, it should identify the type of record, its date and number of pages, and the author or recipient of the record (unless his/her identity is exempt). Where records are redacted electronically, staff may provide the necessary brief explanation using codes for each statutory exemption with an explanation of the codes.

## **7.12 Administrative Review of Denial**

Any person who objects to the denial of a public records request, including redactions or withholding of specific records, may petition the Public Records Officer in writing for a review of that decision prior to the end of the fifth (5th) business day following the denial. The review

petition shall include a copy of, or otherwise reasonably identify, the written statement by the Public Records Officer or designee denying the request. The review petition and any relevant information shall be forwarded immediately to the City Manager, who may designate one or more RIMC Members unconnected to the request to consider the petition and either reverse or affirm the denial within five business days of the City's receipt of the petition. The City and the requestor may mutually agree to a longer period of time for consideration of a review petition. If the denial is affirmed, the decision shall be considered the City's final action for the purpose of judicial review. If the denial decision is reversed, the Public Records Officer shall make the subject record(s) available in a timely manner in accordance with the provisions of this policy and procedure.

### **7.13 Requests Log and Retention**

All public records requests and associated documents will be entered, tracked, and maintained in GovQA, which shall serve as the City's official requests log. Each request in GovQA will include the identity of the requestor (if provided), request tracking number, date of receipt, text of request, records produced, records withheld or redacted and the basis for such, and the date of final disposition. This will be done in order to satisfy the requirements of Chapter 40.14.026 RCW for agencies to maintain a log of public records requests. GovQA may capture additional information associated with requests, such as communications with the requestor regarding clarifications, staff time spent on requests, fees charged and received, and closing codes. RIMC Members and staff record holders are strongly encouraged to document records-related actions, such as internal discussions with other staff and search efforts performed to locate records by adding notes to the request in GovQA.

Public records requests and associated logs are considered public records subject to disclosure and retention in accordance with the requirements of the Washington State Local Government Common Records Retention Schedule.

City of Bothell Administrative Order 1.2.1  
 Public Records Disclosure Policy & Procedures  
 EXEMPTION LIST\*

*\*The City reserves the right to assert any exemptions permitted by law and is not limited to the exemptions listed below*

<b>PUBLIC RECORDS ACT</b>	
RCW	DESCRIPTION
42.56.230(3)	Personal information in files on employees, appointees, or elected officials if disclosure would violate their right to privacy
42.56.230(5)	Credit card numbers, debit card numbers, electronic bank numbers, and other financial information, except when disclosure is required by other law
42.56.230(7)(a)	Personal information required to apply for a driver's license or identicard
42.56.230(7)(c)	Records pertaining to license plates, driver's licenses, or identicards that may reveal that a person was performing undercover law enforcement, confidential public health work, public assistance fraud, or child support investigations
42.56.230(9)	Information in enhanced 911 emergency communications database or used in emergency notifications systems
42.56.230(10)	Personally identifiable voter registration information for individuals under 18
42.56.235	Personal identifying information about an individual's religious beliefs
42.56.240(1)	Specific intelligence and investigative information completed by investigative, law enforcement, and penology agencies, and state agencies that discipline members of professions, if essential to law enforcement or a person's right to privacy
42.56.240(2)	Identify of witnesses, victims of crime, or persons who file complaints, when nondisclosure is requested at the time a complaint is filed or if disclosure would endanger their life, personal safety, or property
42.56.240(3)	Records of investigative reports prepared by any law enforcement agency pertaining to sex offenses or sexually violent offenses that have been transferred to the Washington Association of Sheriffs and Police Chiefs
42.56.240(4)	Information in applications for concealed pistol licenses
42.56.240(5)	Identifying information regarding child victims of sexual assault
42.56.240(6)	Information in gang databases
42.56.240(7)	Data from electronic sales tracking system in RCW 69.43.165
42.56.240(8)	Information submitted to the statewide unified sex offender notification and registration program under RCW 36.28A040(b)
42.56.240(9)	Personally identifying information collected by law enforcement agencies pursuant to local security alarm system programs and vacation crime watch programs
42.56.240(10)	Felony firearm offense conviction database of felony firearm offenders

42.56.240(11)	Identity of state employee or officer who files a complaint with an ethics board under RCW 42.52.410 or reports improper governmental action
42.56.240(12)	Security threat group information collected and maintained by the department of corrections
42.56.240(13)	Criminal justice agency employee/worker residence GPS data
42.56.240(14)	Body worn camera recordings made by law enforcement or corrections officers to the extent essential for right of privacy described in RCW 42.56.040
42.56.240(15)	Records and information in the statewide sexual assault kit tracking system established in RCW 43.43.545
42.56.240(16)	Campus sexual assault/domestic violence communications and records
42.56.240(17)	Law enforcement information from firearms dealers
42.56.240(18)	Audio and video recordings of child interviews regarding child abuse or neglect
42.56.250(1)	Test questions, scoring keys, and other exam information used on licenses, employment or academics
42.56.250(2)	Applications for public employment including names and resumes
42.56.250(4)	Address, phone numbers, email addresses, SSN, driver's license numbers, identicard numbers, and emergency contact information of public employees or volunteers and dependents of employees or volunteers (as well as dependent names and dates of birth) held by public agencies
42.56.250(5)	Information identifying employee relating to an unfair practice if nondisclosure requested by employee
42.56.250(6)	Records of unfair practice investigations
42.56.250(7)	Criminal history record checks for investment board finalist candidates
42.56.250(9)	Photos and birthdate information of employees and volunteers of criminal justice agencies
42.56.250(10)	GPS data of public employees or volunteers using GPS system recording device
42.56.260	Real estate transactions, subject to stated limitations
42.56.270(1)	Valuable formulae, designs, drawings, and research obtained by agency within five years of request for disclosure if disclosure would produce private gain and public loss
42.56.280	Preliminary drafts, notes, recommendations, and intra-agency memos with opinion or recommended policy, unless cited by the agency
42.56.290	Agency records relevant to a controversy that are not available to another party under the rules of pretrial discovery in superior court
42.56.330(2)	Phone numbers, electronic contact information, customer-specific usage in billing information in public utility records
42.56.330(3)	Personal information in vanpool, carpool, and ride-share programs
42.56.335	Records of any person belonging to a public utility district or municipally owned electrical utility
42.56.360(1)(j)	All documents pertaining to a wellness program under RCW 41.04.362, except for statistical reports that do not identify an individual

42.56.360(1)(k)	Claims data and information provided to the statewide all-payer health care claims database and the database that is exempt from disclosure under RCW 43.371.040
42.56.360(2)	Health care information disclosed to a health care provided without patient's permission
42.56.400(3)	Name of owners and insureds of life insurance policies
42.56.410	Most records and information supplied to the Employment Security Department
42.56.420(1)	Records relating to criminal terrorist acts
42.56.420(2)	Records containing specific and unique vulnerability assessments and emergency and escape response plans
42.56.420(3)	Comprehensive safe school plans that identify specific vulnerabilities
42.56.420(4)	Information regarding infrastructure and security of computer and telecommunications networks to the extent that they identify specific system vulnerabilities
42.56.420(6)	Personally identifiable information of employees and other security information of a private cloud service provider that has entered into a criminal justice information services agreement
42.56.600	Records of mediation communications that are privileged under the Uniform Mediation Act
42.56.640	Personal identifying information of vulnerable individuals and in-home caregivers

<b>OTHER CHAPTERS</b>	
RCW	DESCRIPTION
4.24.601	Trade secrets and confidential research, development, or commercial information
4.92.210	Information in centralized risk management claim tracking system
5.60.060	General statements of privileged communications between persons and various professionals
5.60.070	Materials used in any court ordered mediation
7.07.050(5), 7.07.070	Mediation communications
7.68.140	Records regarding crime victims' compensation, assistance
7.69A.030(4)	Name, address, or photograph of child victim or child witness
7.75.050	County or City dispute resolution center records
7.77.140, 7.77.150, 7.77.160, 7.77.170	Confidentiality and privileged information regarding collaborative law
9.41.097(2)	Mental health information regarding persons buying pistols or applying for concealed pistol licenses
9.41.129	Concealed pistol license applications
9.41.350(6)	Records regarding a person's voluntary waiver of firearm rights

9.73.230	Name of confidential informants written report on wire tapping
9.94A.745	Records of the interstate commission for adult offender supervision that would adversely affect personal privacy rights or proprietary interests
9.94A.885	Information regarding victims, survivors of victims, or witnesses that are sent clemency hearing notices may not be released to offender
9A.44.138	Sex offender registration information given to high school or institution of higher education regarding an employee or student is confidential
10.27.090	Grand jury testimony
10.27.160	Grand jury reports
10.52.100	Identity of child victims of sexual assault
10.77.205	Information about victims, next of kin, or witnesses requesting notice of release of convicted sex or violent offenders
10.77.210	Records of persons committed for criminal insanity
10.97	Criminal records unless disposition included
10.97.130	Names of victims of sexual assault who are under 18 years of age
10.101.020	Information given by persons to determine eligibility for indigent defense
13.04.155	Information on juvenile conviction by adult criminal court given to school principal
13.24.011	Records of the interstate compact for juveniles that would adversely affect personal privacy rights or proprietary interests
13.34.046	Information regarding a youth subject to chapter 13.34 RCW is confidential except as required under a lawful court order
13.40.150	Sources of confidential information in dispositional hearings on juvenile offenses
13.40.215, 13.40.217	Information about victims, next of kin, or witnesses requesting notice of release of juvenile convicted of violent sex offense or stalking
13.50.010(12)	Electronic research copy of juvenile records maintains same level of confidentiality and anonymity as juvenile records in Judicial Information System
13.50.010(13)	Information in records released to the Washington state office of public defense
13.50.010(14)	Records released by the court to the Washington state office of civil legal aid records maintain confidentiality of confidential information
13.50.050(3)	Records on commission of juvenile crimes
13.50.050(14)(b)	Records on juveniles who receive a pardon are confidential, including the existence or nonexistence of the record
26.44.125(6)	Child abuse or neglect review hearings
26.44.187	Recorded child interviews regarding child abuse or neglect
36.28A.060(8)	Tactical and intelligence information provided to the Washington Association of Sheriffs and Police Chiefs
39.10.470(2)	Trade secrets and proprietary information from contractors under alternative public works if specifically stated in writing why protection is necessary
39.10.470(3)	Proposals from design-build finalists for alternative public works transactions until selection is made or terminated

40.14.030(2)	Records transferred to state archives
40.14.070(2)(c)	Sex offender records transferred to the Washington Association of Sheriffs and Police Chiefs
40.24.070	Names of persons in domestic violence or sexual assault programs, records in address confidentiality program, and limitations on contact information in program participant's file obtained from wireless telecommunications providers
40.26.020(5)	Biometric identifier information may not be disclosed
46.20.041	Information on physically or mentally disabled person demonstrating ability to drive
46.52.083	Statements signed by drivers involved in traffic accidents
46.52.120	Individual motor vehicle driver records
46.52.130	Abstracts of motor vehicle driver records
49.17.210	Identification of employer or employees involved in L&I studies
49.76.040, 49.76.090	Employee's information regarding domestic violence, domestic violence leave information in files and records of employees is confidential
50.13.015, 50.13.020, 50.13.040, 50.13.050, 50.13.100	Most information supplied to the Employment Security Department
50A.04.195(4)	Information pertaining to employees regarding family and medical leave
50A.04.080(2)(b)	Information obtained under this chapter from employer records is confidential
63.29.380	Information relating to unclaimed property furnished to the Department of Revenue
68.50.105	Records of autopsies and post mortems; conditions, limitations on exemption
69.48.170	Proprietary information submitted to the Department of Health regarding unwanted medication disposal
70.02.220 to 70.02.260	Personal health care information
70.48.100	Jail register records
71.05.425	Personal information regarding the release or transfer of a person committed under RCW 71.05.280(3) or 1.05.320(3)(c) following dismissal of offense under RCW 10.77.086(40)
71.05.620	Mental health treatment records
71.09.140(2)	Names of victims, next of kin, or witnesses who are notified when sexually violent predator escapes, on parole, or released
71.24.035(5)(h)	Behavioral health client information
71.34.335, 71.34.340	Minors' mental health treatment records
72.09.345(4)	Certain information on sex offenders held in custody
72.09.710	Names of witnesses notified when drug offenders released

72.09.712	Names of victims, next of kin, or witnesses who are notified when prisoner escapes, on parole, or released
74.13.075(5)	A juvenile's status as a sexually aggressive youth and related information
74.13.500 to 74.13.525	Disclosure of child welfare records
74.13.640	Child fatality reports are subject to disclosure but confidential information may be redacted
74.34.067	Secondary disclosure of shared confidential information regarding vulnerable adults
82.32.330(2)	Certain tax return and tax information