



City of Federal Way Public Records Policy

Approved by Mayor Jim Ferrell - June 13, 2019

1.0 **PURPOSE:**

The City of Federal Way 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 Public Records Act ("PRA"), 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 policy is adopted to establish procedures the City of Federal Way will follow to provide the fullest assistance to requestors in a timely manner while preventing excessive interference with other essential agency functions.

2.0 **DEPARTMENTS/DIVISIONS AFFECTED:**

All.

3.0 **REFERENCES:**

Chapter 42.56 Revised Code of Washington ("RCW")

Chapter 44-14 Washington Administrative Code ("WAC") advisory

4.0 **DEFINITIONS:**

Public record: 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.

GovQA: GovQA is the City of Federal Way's online [Public Records Center](https://www.cityoffederalway.com/). It is accessed via the City of Federal Way's webpage (<https://www.cityoffederalway.com/>). Through GovQA, requestors can submit requests for public records, track requests, and view and download

responsive records. City staff can use GovQA to respond to requests, track requests, and provide responsive records. 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. GovQA will be used to calculate and record any fees associated with a records request.

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 for all city records except those maintained by the Federal Way Police Department ("FWPD"). The Civilian Operations Manager of the FWPD shall serve as the Public Records Officer for all records maintained by the FWPD. The City Clerk or Civilian Operations Officers may appoint a designee to fulfill the responsibilities of the Public Records Officer.

Public Records Officers (PRO) 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.

Any person wishing to inspect or copy identifiable public records of the City should make the request in writing in one of the following ways:

- a. The primary and preferred request method is via the city's online [Public Records Request Center](#). This method is more efficient to administer, maximizes taxpayer resources, and provides a less expensive and more prompt delivery of responsive records to the customer.

A computer kiosk is located in the lobby of City Hall and provides customers with direct access to the Public Records Request Center. City staff members are available to assist customers with this service.

- b. The PRO will log requests received in written form (by letter, fax, or in person) into the GovQA system for tracking and processing.
- c. Individual staff email accounts are not to be used for submitting public records requests as they are not a reliable method of requesting public records. Any staff member who receives an email which includes a "request for public record" shall forward the email to the City Clerk's Office.

Oral requests may be accepted by the Public Records Officer by telephone or in person. If an oral request is made, the Public Records Officer will confirm receipt of the information and substance of the request in writing. The requestor shall immediately notify the Public Records Officer or designated staff member if the City's interpretation of the oral request is incorrect and shall provide clarification. Oral requests to individuals other than the Public Records Officer are not permissible and will not be considered properly delivered to the City of Federal Way.

The Public Records Officer may be reached at:

For City Records:

City Clerk
Federal Way City Hall
33325 8th Ave South
Federal Way, WA 98003
cityhallrecords@cityoffederalway.com
Phone: 253-835-2540

For Police Records:

Civilian Operations Manager
Federal Way Police Department
33325 8th Ave South
Federal Way, WA 98003
records.request@cityoffederalway.com
Phone: 253-835-6851

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 Municipal Court Records

Federal Way 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 Federal Way Municipal Court records must request such records directly from the court. Please see the Court's records request information here <https://www.cityoffederalway.com/page/municipal-court>. If requests for court records are submitted to other City staff or through GovQA, the requestor should be referred to the Court directly.

6.3 Police Records

The Federal Way Police Department is responsible for the coordination, tracking, and fulfillment of requests for police records. The City Clerk shall transfer all requests for police records received by other City departments to the Police Department.

6.4 Fees

No fee is charged for the inspection of a public record. Fees will be charged for copies of public records in accordance with the statutory default fees as outlined in RCW 42.56.

Common fees are as follows*:

- | | |
|----------------------------------|-------------------------|
| • Photocopies, black & white | \$0.15 per page |
| • Photocopies, color | \$0.15 per page |
| • Scanning | \$0.10 per page |
| • Digital Files or attachments | \$0.05 per 4 files |
| • Gigabyte of Electronic Records | \$0.10 per transmission |
| • Storage Media or Container | Actual Cost |
| • Postage and/or Delivery Fees | Actual Cost |
| • Certified Copies | \$5.00 |

*Charges can be combined if more than one type of charge applies.

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.

If the requestor would prefer to have the record in a specific format that is different from the format in which the City maintains the record, the City may charge for the additional expense to convert the record to the specified/preferred format.

Accepted Methods of Payment:

Payment may be made by cash, credit card, check or money order payable to the City of Federal Way. To ensure the payment is applied correctly, the GovQA tracking number should be referenced when submitting payment.

Waiver of copying charges:

The Public Records Officer has the discretion to waive the copying charges for small requests (up to ten pages), or for individuals or government agencies doing business with the City if the Public Records Officer determines that this action is in the best interest of the City.

Payment(s) for Installment:

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, the entire request will be deemed abandoned and closed, after notice is given to the requestor.

Deposit Required:

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.

6.5 Organization of Public Records – Records Index

The City is comprised of numerous departments, divisions and subdivisions. Many of these departments and divisions maintain separate databases and/or systems for indexing records. Because the City has diverse, complex records stored in multiple locations and in multiple databases, there is not one complete records index available for review. Pursuant to and consistent with RCW 42.56.070(4) it has been deemed overly burdensome to create, maintain and make available one index containing all public records. However, the City will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

The City Clerk will, however, index and maintain those general administrative records contained on the City's website www.cityoffederalway.com.

6.6 Retention of Records

The City is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a records retention schedule for local governments that is common to most agencies. The City of Federal Way adheres to this schedule for retention and destruction of records. The retention schedule for local agencies is available at www.sos.wa.gov/archives or

through the following [link](#).

6.7 Third Party Notification

If the requested records contain information that may affect the rights of others, prior to providing the records, the Public Records Officer or designee may give notice and allow time for action by other parties.

7.0 PROCEDURE:

7.1 Requesting Public Records

All requests should be submitted through the [Federal Way Public Records Center](#) ("GovQA"). GovQA is accessed via the City of Federal Way's [Public Records Request webpage](#) (<https://www.cityoffederalway.com/page/search-public-records>). 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 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 clearly states what portion is a request for public record. In most cases, a request using the terms "public records," "public disclosure," "Public Records Act," or "Freedom of Information Act" provides reasonable notice. (WAC 44-14-04002(1)). All requests must be submitted pursuant to this policy and are not considered "received" under any other manner of submission.

7.2 Specifics of Request

The requestor must request an "existing, identifiable record" or "class of records" before the City must respond to it. An "identifiable record" is one the City staff can reasonably locate. Requestors are not allowed to search through City files for records which cannot be reasonably identified or described to the City. However, a requestor is not required to identify the exact record he or she seeks.

- a. In general, an "identifiable record" is not a request for "information." For example, asking "what policies the City has for handling discrimination complaints" is merely a request for information. A request to inspect or copy the "City's polies and procedures for handling discrimination complaints" would be a request for an identifiable record. Zoning Inquiries are not requests for public record and are subject to the City's Land Use Permit Fee Schedule.
- b. Public records requests are not interrogatories. The City is not required to conduct research for a requestor. The request of "any law that allows the City to impose taxes on me" in not a request for an identifiable record. Conversely, "all records discussing the passage of this year's tax increase on real property" is a request for an identifiable record.

- c. Requests are limited to the records which exist as of the date the request was submitted. Requests will not apply to records which come into existence at any time after the request is made, including those which may come into existence while the request is open.

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, he or she should indicate the desired method of delivery of copies.

7.3 **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: IT-GIS@cityoffederalway.com.

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 schedule adopted by the City Council.

7.4 **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 staff 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.

7.5 **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 staff member representing the department(s) where the requested records may be located. The Public Records Officer will coordinate requests that require searches by multiple departments.

If any department member receives a written public records requests received by means other than GovQA, the staff member shall forward the records request to the Public Records Officer. The Public Records Officer or the assigned staff 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 receiving staff member or Public Records Officer, as appropriate, into GovQA for tracking purposes.

7.6 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 State 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 staff member may take into account the current department workload including pending requests, 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 proprietary or sensitive nature consistent with the

provisions of RCW 42.56.540. Staff members assigned to the request 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.

7.7 **Locating Responsive Records**

Staff shall make a reasonable effort to identify and locate any and all responsive records. When identifying records, the staff 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.

The City is not obligated to create a new record to satisfy a records request. However, when feasible, staff can 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 are when it may be more efficient for the City to create a record instead of providing voluminous records that contain small pieces of information responsive to the request. The requestor must agree in writing that the new records will satisfy the request.

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.

7.8 **Internal Review**

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 staff member shall consult with the Public Records Officer and the City Attorney, who may inspect the records before authorizing disclosure. Staff members will be responsible for redacting exempt information from departmental records.

If staff are not able to identify with confidence the records sought by a requestor or when a request appears to be overly broad, the staff 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 staff member contact the requestor to obtain clarification.

7.9 **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 staff member or Public Records Officer shall provide a written estimate to the requestor as soon as possible, but within five (5) business days.

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 \(www.cityoffederalway.com\)](http://www.cityoffederalway.com). To the extent practical, the City will store, maintain, and make its records available electronically.

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. The cost of converting paper records to electronic records are subject to the approved fee schedule.

Electronic records shall be provided to the requestor through the Federal Way 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, or via disk depending on the size of the files requested. Fees associated with this process are outlined in this policy under Section 6.4 Fees. 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 staff member is not required to confirm whether the requestor still wants the requested records prior to closing the request.

7.10 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 the law and the withholding or redaction shall be documented for the requestor in accordance with the requirements of RCW 42.56.210 and this policy.

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 staff 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.

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 are exempt from public inspection and copying. Other sources of authority include federal statutes and case law.

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 when appropriate. Where records are redacted electronically, staff may provide the necessary brief explanation using codes for each statutory exemption with an explanation of the codes.

A non-exhaustive list of exemptions is attached to this policy as [Exhibit A](#)

7.11 **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 Attorney or designee 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.

7.12 **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. Staff members and other 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.

7.13 **Disclaimer of Liability**

Neither the City nor any officer, employee, official or custodian shall be liable, nor 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.

The 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.



CITY CLERK'S OFFICE
EXHIBIT A TO THE PUBLIC RECORDS POLICY

LIST OF EXEMPTIONS TO DISCLOSURE OF PUBLIC RECORDS

For informational purposes, each agency shall publish and maintain a current list containing every law, other than those listed in this chapter, that the agency believes exempts or prohibits disclosure of specific information or records of the agency. An agency's failure to list an exemption shall not affect the efficacy of any exemption. RCW 42.56.070 (2).

WASHINGTON STATE STATUTES

<u>RCW</u>	<u>TITLE</u>
RCW 2.64.111	Documents regarding discipline and retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders
RCW 4.24.601 and .611	Trade secrets and confidential research, development or commercial information regarding products or business methods
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 9.41.097(2)	Mental health information regarding persons buying pistols or applying for concealed pistol licenses
RCW 9.41.129	Concealed pistol license applications
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
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9A.44.139	Offender registration information given to high school or institution of higher education regarding an employee or student
RCW 9A.82.170	Financial institution records - wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports - release to public only by judicial order
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 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
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 18.04.405	Confidentiality of information gained by CFA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.020	Destruction of personal health and financial information
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 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency 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 26.44.030	Reports of child abuse or neglect
RCW 26.44.031	Child abuse records – maintenance and disclosure
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
RCW 35.102.145	Municipal business and occupation tax – local ordinance can protect return or tax information
RCW36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)	Alternative public works – trade secrets or other proprietary

	information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
RCW 39.10.470(3)	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
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	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologist records relating to analysis of blood samples
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
R.CW 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 60.7A.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 (health care providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records - confidential
RCW 70.41.200	Hospital quality improvement committee records and accreditation reports
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 71.05.425	Notice of release or transfer of committed person after offense dismissal
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 71.24.035(5)(g)	Mental health information system – state, county and regional support networks - confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability - confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585	Disclosure of inmate records to local agencies - confidentiality
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 74.13.075(5)	Juvenile’s status as a sexually aggressive youth and related info
RCW 74.13.280	Children in out-of-home placements - confidentiality
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

SELECTED FEDERAL CONFIDENTIALITY STATUTES AND RULES

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 - 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	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