

PUBLIC RECORDS OFFICER TOOLKIT

"We seek a free flow of information... we are not afraid to entrust the American people with unpleasant facts, foreign ideas, alien philosophies, and competitive values. For a nation that is afraid to let its people judge the truth and falsehood in an open market is a nation that is afraid of its people."

~ President John F. Kennedy

JANUARY 2020



Department of Executive Services
Office of Risk Management Services
Public Records Program

Intake

Search and Collect

Review

Production

General Resources



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Intake

- 1. Is this a true PRA records request for the King County Executive Branch?
 - a. Is this only a request for information?
 - b. Is this only a collective bargaining request (RCW 41.56)?
 - c. Is this only a request for records from a separately elected agency/municipality?
- 2. If all (or a portion) is a PRA records request for the King County Executive Branch, enter it into Dynamics 365.
- 3. Begin tracking your time, complete the "Follow Up By" date field, and other pertinent fields in Dynamics 365, per legislation.
- 4. Interpret the request (WHO, WHAT, WHEN, WHERE, WHY, HOW).
 - a. Is a timeframe specified?
 - b. Who has records?
 - i. Department(s)?
 - ii. Custodian(s)?
 - c. What are the search terms?
- 5. Does this need clarification with the requestor?
- 6. Set up matter files (file organization for shared network and/or Outlook).
- 7. Send 5-day response.
 - a. Include time estimate, follow up date, and estimated next installment date.
- 8. Does this need 3rd party notice?
 - a. Before releasing documents related to a current employee's personnel, payroll, supervisor, training, safety, and/or medical file, the employee must be provided 3rd party notice (whether or not the employee is covered by the MLA). Be sure to communicate the following:
 - i. We have received a request
 - ii. What the request is seeking; and
 - iii. Who the request is from
 - b. The Union may also need to be notified as soon as possible prior to releasing personal information for the entire membership of a Union.
 - i. Notify the Office of Labor Relations (OLR) Director's Office to assist with providing that notice.
 - c. Other (e.g. Bidding records, TNC records, sensitive/personal information, proprietary information, etc.)
- 9. Does this need a Separately Elected Referral?
- 10. Does this need a Commercial Purpose Affidavit?
- 11. Does this need a project plan?
- 12. Does this need a stakeholder meeting?

- a. Does this need Public Records Program (PRP) support?
- b. Establish PRR roles and responsibilities.

Search and Collection

- 1. Notify records custodians.
 - a. Collection options:
 - i. Did you provide self-search instructions?
 - ii. Did you provide the Custodian Search Form?
 - iii. Do you need to schedule a custodian interview, search, and/or collection?
 - b. Set reminder for self to follow-up with custodians.
 - c. Does this need a Chain of Custody Tracking Form?
- 2. Does this need assisted collection?
 - a. KCIT search?
 - i. Notice needs to be provided to current employees when we have asked KCIT to copy a current employee's .pst files and/or personal network shares. You may also notify the employee's supervisor (when appropriate), and you could explore the option of having the supervisor provide notice to the employee.
 - b. ERMS search?
- 3. Was an adequate search conducted?
 - a. Did you receive responses from all custodians?
 - b. Did you document your search(es)/update project plan?
 - c. Retain communications?

Records Review Phase

- 1. Does this need to be escalated?
 - a. PRP?
 - b. Prosecuting Attorney's Office (PAO)?
 - c. Subject Matter Expert (SME)?
- 2. Convert to PDF for redactions?
- 3. Is a coded exemption key and/or withholding log needed?

Production

- 1. Send a coded exemption key and/or withholding log with redacted/withheld records.
- 2. Notify the requestor of the next anticipated installment date or that the request is now closed.
- 3. Did you invoice and collect fees? (*Pending legislative implementation*)

Close / Resolve Request



- 1. Close out request in Dynamics 365.
 - a. Enter your time.
 - b. List installment information.
 - c. Enter fees. (*Pending legislative implementation*)
 - d. Resolve Issue.

- 2. Move records from Outlook folders to matter files.

- 3. Finalize/organize matter files.

- 4. File records in Electronic Management System (ERMS) and set retention if applicable.

Subject: Public Records Request ISS-XXXXX-XXXXXX - Acknowledged

Dear Requestor Name:

We are in receipt of your public records request, received on MM/DD/YYYY, and are responding to it on behalf of the King County Executive Branch only per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS-XXXXX-XXXXXX.

We are currently gathering and reviewing the records responsive to your request. We anticipate providing you an installment of responsive records in approximately three weeks. If the records are available sooner, we will provide them to you. Please contact me if you have any questions.

Sincerely,
Signature Line



TEMPLATE

5-Day Notice Clarifying Entire Request

Subject:

Public Records Request ISS-XXXXX-XXXXXX - Acknowledged

Dear Requestor Name:

We are in receipt of your public records request, received on MM/DD/YYYY, and are responding to it on behalf of the King County Executive Branch only, per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS-XXXXX-XXXXXX.

In order to process your request, we need clarification. Please provide information for the following questions:

- Are you seeking specific types of documents (e.g. email, reports, etc.)?
- Are you seeking records from a specific time frame or date range?
- Are you seeking records created by or sent to/from particular staff members, departments, divisions, offices, sections and/or agencies?
- Can you identify subjects or key words to help us locate the records you are seeking?

Please contact me at your earliest convenience about which types of records you are seeking. If we do not receive clarification from you within 30 days, we will not be able to process your request and will consider it closed at that time.

Sincerely,
Signature Line



TEMPLATE

5-Day Notice Clarifying Portions of Request

Subject:

Public Records Request ISS-XXXXX-XXXXXX - Acknowledged

Dear Requestor Name:

We are in receipt of your public records request, received on MM/DD/YYYY, and are responding to it on behalf of the King County Executive Branch only, per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS-XXXXX-XXXXXX.

There are specific portions of your request that need clarification. In effort to process your request efficiently and expediently, please provide information for the following questions:

- Are you seeking specific types of documents (e.g. email, reports, etc.)?
- Are you seeking records from a specific time frame or date range?
- Are you seeking records created by or sent to/from particular staff members, departments, divisions, offices, sections and/or agencies?
- Can you identify subjects or key words to help us locate the records you are seeking?

Please contact me at your earliest convenience about which types of records you are seeking. If we do not receive clarification from you within 30 days, we will not be able to process these portions of your request and will consider them closed at that time.

We are currently gathering and reviewing records responsive to the portions of your request that did not need clarification. We anticipate providing you an installment of responsive records in approximately three weeks. If the records are available sooner, we will provide them to you. Please contact me if you have any questions.

Sincerely,
Signature Line



Subject: Public Records Request ISS-XXXXX-XXXXXX - 3rd Party Notification

Dear Requestor Name:

We have made the determination that we will provide Subject Name or Company Name third party notice pursuant to RCW 42.56.540, specific to your request for request summary. If we do not receive a court order preventing King County from release of these records, we will make the records available to you on MM/DD/YYYY.

If you have any questions or concerns regarding this matter, please contact me.

Sincerely,
Signature Line



| | |
|----------|--|
| CC: | Labor Representative |
| Subject: | Public Records Request ISS-XXXXX-XXXXXX - 3 rd Party Notification |

Dear **Employee Name**:

The King County Executive Branch received the **attached** public records request. This request seeks records related to you.

Pursuant to RCW 42.56.540, government agencies have the option of notifying persons named in a public records request. This statute allows the named subject to seek a court order enjoining release of these records. If you do choose to seek a court order you may wish to name both King County and the requestor, **Requestor Name**, as defendants in your lawsuit. See *Burt v. Dep't of Corr.*, 231 P.3d 199, Wash., 2010.

We are offering you an opportunity to first review the records, in the manner that we plan to release it to the requestor, to assist in your determination whether to enjoin King County from release. These records have been reviewed for any redactions pursuant to applicable statutory exemptions to disclosure. To review the records, follow the below link to our OneDrive account:

Link to Records

If you do not provide me with a court order enjoining King County from releasing these records by **MM/DD/YYYY**, the King County Executive Branch will make these records available to the requestor on or after **MM/DD/YYYY**. In the meantime, we will inform the requestor that we have given affected employees this notice.

If you have any questions or concerns regarding this matter, please contact me.

Sincerely,
Signature Line



Subject:

Public Records Request ISS- XXXXX-XXXXXX - 3rd Party Notification

Dear Individual Name:

The King County Executive Branch received the attached public records request. This request seeks records related to you.

Pursuant to RCW 42.56.540, government agencies have the option of notifying persons named in a public records request. This statute allows the named subject to seek a court order enjoining release of these records. If you do choose to seek a court order you may wish to name both King County and the requestor, Requestor Name, as defendants in your lawsuit. See *Burt v. Dep't of Corr.*, 231 P.3d 199, Wash., 2010.

If you do not provide me with a court order enjoining King County from releasing these records by MM/DD/YYYY, the King County Executive Branch will make these records available to the requestor on or after MM/DD/YYYY. In the meantime, we will inform the requestor that we have given affected parties this notice.

I have attached a PDF file that contains the records that King County will release to the requestor absent a court order enjoining King County from doing so. Please note that we have redacted some of these records pursuant to statutory exemptions to disclosure. We will redact these portions of the records regardless of whether you choose to take any action regarding this matter. Please contact me as soon as possible if you decide not to pursue a court order so that we can continue processing this records request without further delay.

If you have any questions or concerns regarding this matter, please contact me at first.lastname@kingcounty.gov or by phone at 206-XXX-XXXX.

Sincerely,
Signature Line



Subject: Public Records Request ISS- XXXXX-XXXXXX - 3rd Party Notification

Dear Business Name/Business Representative:

The King County Executive Branch received the attached public records request, seeking records relating to the records requested.

Pursuant to RCW 42.56.540, government agencies have the option of notifying those whom a record specifically pertains in a public records request. This statute allows the named subject to seek a court order enjoining release of these records. If you do choose to seek a court order you may wish to name both King County and the requestor, Requestor Name, as defendants in your lawsuit. See *Burt v. Dep't of Corr.*, 231 P.3d 199, Wash., 2010.

If you do not provide me with a court order enjoining King County from releasing these records by MM/DD/YYYY, the King County Executive Branch will make these records available to the requestor on or after MM/DD/YYYY.

I have attached a PDF file that contains the records that King County will release to the requestor absent a court order enjoining King County from doing so. Please note that we have redacted some of these records pursuant to statutory exemptions to disclosure. We will redact these portions of the records regardless of whether you choose to take any action regarding this matter. Please contact me as soon as possible if you decide not to pursue a court order so that we can continue processing this records request without further delay.

If you have any questions or concerns regarding this matter, please contact me at first.lastname@kingcounty.gov or by phone at 206-XXX-XXXX.

Best Regards,
Signature Line



TEMPLATE

Employee Notice - Employment Investigation (Discrimination or Harassment Only)

| | |
|----------|---|
| CC: | HR Personnel; Labor Representative |
| Subject: | Public Records Request ISS-XXXXX-XXXXXX – Employee Notice |

Dear **Employee Name**:

The King County Executive Branch received the attached public records request. This request seeks an employment investigation of discrimination or harassment, in which you were involved. This investigation concluded, and the complainant received notification of the outcome.

Pursuant to RCW 42.56.250(6), King County is required to inform you that your name will be redacted from the investigation records unless you consent to the disclosure of your name. If you choose to have your name released without redaction, please let me know by **MM/DD/YYYY**, otherwise your name will be redacted.

For any questions or concerns, contact me or Human Resources.

Sincerely,
Signature Line

| | |
|----------|--|
| Subject: | Public Records Request ISS- XXXXX-XXXXXX – Installment Number XX |
|----------|--|

Dear Requestor Name:

Installment number XX **OR** The final installment of records responsive to Public Records Request ID ISS-XXXXX-XXXXXX is now available and attached **OR** enclosed within the following link for your review.

Link to records

The link will remain active for 14 days (MM/DD/YYYY). Please let me know if you need assistance accessing the records.

****PRO – CHOOSE FROM THE FOLLOWING OPTIONS (delete unneeded text):****

OPTION 1 – Language when using Coded Exemption Key

Please note that some records have been redacted based on a statutory exemption. You will see black boxes (redactions) with codes on various pages of the responsive records. The enclosed Coded Exemption Key provides further information about the redactions.

OPTION 2 – Language when using Withholding Log

Please note that some records have been withheld in their entirety based on a statutory exemption. The enclosed Withholding Log provides information about the records withheld and the basis for withholding.

OPTION 3 – Language when only ONE exemption has been applied to the records

Limited redactions have been made to the enclosed records based on the following statutory exemption:

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | BRIEF EXPLANATION OF HOW EXEMPTION APPLIES |
|------|------------------------------------|--------------|--|
| XX | XXXX | XXXX | XXXX |

I now consider this request closed **OR** We anticipate providing you an update regarding your request and/or an installment of responsive records in approximately XX weeks. Please contact me if you have any questions about your request or any records redacted **OR** withheld.

Sincerely,
Signature Line

Subject:

Public Records Request ISS-XXXXX-XXXXXX – Final Installment /
Request Closed

Dear Requestor Name:

The final installment of records responsive to Public Records Request ID ISS-XXXXX-XXXXXX is now available and attached **OR** enclosed within the following link for your review.

Link to records

The link will remain active for 14 days (MM/DD/YYYY).

I now consider this request closed. Please feel free to contact me if you have any questions about your request or need assistance accessing the records.

Sincerely,
Signature Line



TEMPLATE Referral to Separately Elected Agencies

| | |
|----------|--|
| Subject: | Public Records Request ISS- XXXXX-XXXXXX |
|----------|--|

Dear Requestor Name:

We are in receipt of your public records request and are responding to it on behalf of the King County Executive Branch only, per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS- XXXXX-XXXXXX.

It appears that other King County agencies may also have responsive records. As such, you may want to contact them directly. Below is the contact information for your reference:

****See Referral to Separately Elected Agencies Reference Guide for the list of agency contact information to copy/paste into the table below.**

| Agency | Contact Information |
|-------------|---------------------|
| Agency Name | Contact Information |
| | |

Please contact me if you have any questions.

Sincerely,
Signature Line



Subject: Public Records Request ISS- XXXXX-XXXXXX

KING COUNTY ARCHIVES REFERRAL

Dear Requestor Name:

We are in receipt of your public records request and are responding to it on behalf of the King County Executive Branch only, per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS- XXXXX-XXXXXX.

The King County Archives may also have records in its collection that are responsive to this request. King County records that are designated *archival* or *potentially archival* are sent to Archives after they have reached the end of their retention period. King County Archives staff will then decide which *potentially archival* records to add to its archival collection. The Archives has a series of research guides and tools to assist in your research, and its staff is available if you have questions. If you wish to check with the Archives to see if it has records responsive to your request in its collection, below is the contact information for your reference:

| Agency | Contact Information |
|-----------------------------|---|
| King County Archives | 1215 E. Fir Street Building A Seattle, WA 98122 Phone: 206-296-1538 Email: archives@kingcounty.gov Website: https://www.kingcounty.gov/depts/records-licensing/archives/about-us.aspx Copy and Service Fees https://www.kingcounty.gov/depts/records-licensing/archives/about-us/fees.aspx Recorded Documents Request Form https://www.kingcounty.gov/depts/records-licensing/archives/request-form.aspx |

Please contact me if you have any questions.

Sincerely,
Signature Line



KING COUNTY RECORDER'S OFFICE REFERRAL

Dear Requestor Name:

We are in receipt of your public records request and are responding to it on behalf of the King County Executive Branch only, per King County Code 2.12.005 and 2.12.230(B). Your request has been assigned tracking number ISS- XXXXX-XXXXXX.

Recorded documents are not subject to the Washington State Public Records Act. Should you wish to request official copies of the recorded documents that were recorded from August 1991 to present, you will need to submit a request to the King County Recorder's Office. If you are looking to obtain unofficial copies of recorded documents, the Recorder's Office online records search tool includes images of many types of commonly recorded documents. However, some document types are not available. For documents recorded prior to August 1991, you will need to contact the King County Archives. Below is the contact information for your reference:

| Agency | Contact Information |
|--------------------------------------|---|
| King County Recorder's Office | <p>Attn: Recorder's Office 500 Fourth Avenue, Suite 430 Seattle, WA 98104 Phone: 206-477-6620 Email: kcrocust@kingcounty.gov Website: http://www.kingcounty.gov/depts/records-licensing/recorders-office/records-search.aspx</p> <p>Requesting Copies-General Information https://www.kingcounty.gov/depts/records-licensing/recorders-office/copy-requests.aspx</p> <p>Payment Information https://www.kingcounty.gov/depts/records-licensing/recorders-office/fees.aspx</p> <p>Copy Request Form https://www.kingcounty.gov/~media/depts/records-licensing/recorders-office/documents/CopyRequestForm_Recorders_Aug1991_to_present.aspx?la=en</p> <p>Obtaining Certified Copies of Your Marriage Certificate https://www.kingcounty.gov/~media/depts/records-licensing/recorders-office/documents/Marriage_Certified_Copies_Request.aspx?la=en</p> |

Please contact me if you have any questions.

Sincerely,
Signature Line

ADDITIONAL PRO INFORMATION

Types of Records Maintained at the King County Archives

- Marriage licenses/certificates
 - 1854 to July 21, 1991
- Recorded documents
 - prior to August 1991
- Historical property records
- County Commissioner resolutions
 - 1853-1969
- County Council ordinances and motions
 - 1969-1999
- Administration and policy decisions
- Early road and bridge records

Types of Records Maintained at the King County Recorder's Office

- Wills
- Name changes
- Marriage licenses/certificates
 - August 1991 to Present
 - *Unofficial* copies of marriage licenses *are not* available on the Recorder's Office online records search
- Recorded surveys, plats, and condos
- Registered land
- Real Estate Excise Tax

| <u>Custodian Name</u> | <u>Title</u> | <u>PRO Use Only:</u> <u>Collection Request</u> <u>Date:</u> | <u>PRO Use Only:</u> <u>Collection Deadline</u> <u>Date</u> | <u>Search Terms Used</u> | <u>Records Custodian</u> <u>Search Checklist</u> <u>Received: Y/N</u> | <u>Responsive</u> <u>Records: Y/N</u> | <u>Notified PRO</u> <u>Collection</u> <u>Complete? Y/N</u> | <u>PRO Use Only:</u> <u>Records</u> <u>Received</u> | <u>PRO Use</u> <u>Only:</u> <u>Reviewed</u> | <u>PRO Use Only:</u> <u>Provided as an</u> <u>Installment</u> |
|-----------------------|--------------|---|---|--------------------------|---|--|--|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |

| | |
|---|--|
| Requestor Name: | |
| ISS Number: | |
| Date of Request: | |
| Date Range of Requested Records: | |

| Actual Request | Interpretation / Analysis / Modifications | Notes | Applicable DDS / Custodians | Original Search Terms | Revised Search Terms |
|-----------------------|--|--------------|------------------------------------|------------------------------|-----------------------------|
| REQUEST ITEM 1: | | | | | |
| REQUEST ITEM 2: | | | | | |
| REQUEST ITEM 3: | | | | | |
| REQUEST ITEM 4: | | | | | |
| REQUEST ITEM 5: | | | | | |
| REQUEST ITEM 6: | | | | | |
| REQUEST ITEM 7: | | | | | |
| REQUEST ITEM 8: | | | | | |
| REQUEST ITEM 9: | | | | | |
| REQUEST ITEM 10: | | | | | |

| Custodian Name | Title | DDS | Data Search Location | Shared Data Location: Yes or No (e.g. Shared Network Folders, Database, Shared Outlook Accounts, etc.) | Collection Type: Self or Assisted | Assisted Collection Only Assigned Records Collector: Name / DDS | Assisted Collection Only Custodian Interview Date (if applicable) | Collection Request Date | Collection Deadline Date | Date Records Received by PRO | Self Collection Only Records Custodian Search Checklist Received: Yes or No | Chain of Custody Media / Property Item # | Chain of Custody Status | Special Attention Data? (e.g. known exemptions, sensitive data, personal information) | Notes |
|----------------|-------|-----|----------------------|--|-----------------------------------|---|---|-------------------------|--------------------------|------------------------------|---|--|-------------------------|---|-------|
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

| | |
|-------------------------------|--|
| Custodian Name: | |
| Title: | |
| Department / Division: | |
| Date of Interview: | |

| | |
|---|--|
| Key Questions: | |
| How long have you been in your current role? | |
| Is contact with the person previously in your role needed? | |
| What types of documents do you use in your daily work (i.e. emails, PowerPoint, Excel, Word, etc.)? | |
| Where do you typically save your work? | |
| Where would responsive records likely be located? | |
| What are key search terms/phrases that are likely to hit on responsive records? | |
| Do you know of others likely to have responsive records? | |

| | |
|---------------|--|
| Notes: | |
|---------------|--|

| <u>Media / Property Item #</u> | <u>Custodian</u> | <u>Description</u> | <u>Status</u> | <u>Database Only: Instructions</u> | <u>Database Only: Date Ingest Complete</u> |
|------------------------------------|------------------|--------------------|---------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |

| <u>Issue No.</u> | <u>Issue Date</u> | <u>Database Involved Issue: Yes/No</u> | <u>Severity</u> 1= Urgent 2= Medium 3= Low | <u>Issue Description</u> | <u>Assigned To</u> | <u>Decision Made</u> | <u>Date of Decision</u> | <u>Status</u> |
|------------------|-------------------|--|---|--------------------------|--------------------|----------------------|-------------------------|---------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |

| <u>Task</u> | <u>Assigned To</u> | <u>Due Date</u> | <u>Status</u> |
|-------------|--------------------|-----------------|---------------|
| | | | |
| | | | |
| | | | |

| <u>Date</u> | <u>Who</u> | <u>Medium</u> (Phone Call, Email, etc.) | <u>Notes</u> |
|-------------|------------|--|--------------|
| | | | |
| | | | |
| | | | |

| <u>Name</u> | <u>Department</u> | <u>Role</u> | <u>Duties</u> |
|--------------------|--------------------------|--------------------|----------------------|
| | | | |
| | | | |
| | | | |

| <u>Code</u> | <u>Type</u> | <u>Description</u> | <u>Notes</u> |
|-------------|-------------|--------------------|--------------|
| | | | |
| | | | |
| | | | |

| Issue | Date Identified | Decision / Response | Decision Made By: | Date Decision Made |
|-------|-----------------|---------------------|-------------------|--------------------|
| | | | | |
| | | | | |

| Commonly Used Acronym | What Acronym Stands For |
|------------------------------|--------------------------------|
| | |
| | |
| | |

| <u>Lesson Learned That Worked</u> | <u>What Worked Well Recommendation</u> | <u>Lesson Learned That Didn't Work</u> | <u>What Didn't Work Well Recommendation</u> |
|--|--|---|---|
| <i>Describe the lesson learned that worked</i> | <i>Provide a recommendation for continued use for each lesson learned that worked well</i> | <i>Describe the lesson learned that didn't work</i> | <i>Provide a recommendation for improvement for each lesson learned that didn't work well. Include details.</i> |
| | | | |

Subject: Public Records Request ISS- XXXXX-XXXXXX – Records Search

Dear Records Custodian:

We received the public records request below/attached and you have been identified as likely to have responsive records. Please read the request and let me know if you have any questions about interpreting what is being requested.

Remember that records may be located in emails, network or hard drive files, paper files, notebooks, SharePoint or other locations. Completing the attached Custodian Search Form and returning to me when your search is finished is optional – but a good tool we encourage you to use.

Suggested Search Terms:

Feel free to use additional or different terms if you are aware of responsive records that do not include these terms – but notify me of the additional terms.

- “Search1”
- “Search2”
- “Search3”

Gathering Records:

- Use the attached Searching Your Outlook Reference Guide to help you conduct a search of your records in Outlook.
- If you are unsure about whether a certain record is responsive, you can forward to me and we can discuss or you can include them as I will be reviewing all records before producing them to the requester.
- If you have emails that have sensitive content or include advice from PAO or legal counsel, please include them and I will review for exemptions.
- Please copy all your records into a folder on a shared network folder. I will set up OneDrive folders for each of you to transfer your records to me. I will send a separate email with the OneDrive link on MM/DD/YYYY.
- If you know of others who may have records that are not listed on this email, please send me their contact information.

Time Frame for Responding:

I would like to receive the records from you no later than MM/DD/YYYY. If you need more time, no problem - just let me know when you expect you could get them to me. We can produce the records to the requestor in installments. If you have a large number of records, you can provide them to me in installments too. Just contact me to make arrangements.

Thank you for your assistance with this request!

Sincerely,
Signature Line

| | |
|----------|--|
| Subject: | Public Records Request ISS-XXXXX-XXXXXX – Records Search |
|----------|--|

Dear Records Custodian:

I am working on a public records request (PRR) and you have been identified as potentially having responsive records. As such, I need your assistance with searching for responsive records. I have outlined some important information regarding this PRR in the table below and attached it for your reference:

| | |
|---|---|
| Requestor Name: | Requestor Name |
| Text of Request: | Text of Request |
| Clarification we received regarding the request: | Clarification |
| Date Range: | MM/DD/YYYY - MM/DD/YYYY |
| Suggested search terms/phrases: <i>**include the quotations</i> | <ul style="list-style-type: none"> • "Search1" • "Search2" • "Search3" |

Attached to this email are the following:

- **A copy of the PRR** – for your reference.
 - **Searching Your Outlook Reference Guide** – to help you search records in Outlook.
 - **Custodian Search Form** – to help guide your search.
- *Please send me a copy of the completed form after you conduct your search.*

Searching for records

**Refer to the attached Custodian Search Form and Searching Your Outlook Reference Guide.*

When searching your records, at a minimum, please use the suggested search terms (including the quotations) listed in the table above and on the Custodian Search Form. Please feel free to use additional search terms/phrases as you see fit. Should you do so, please make note of them in the Custodian Search Form. Refer to the Searching Your Outlook Reference Guide if you're not sure how to conduct a search of your Outlook records or feel free to contact me.

Gathering your records and sending them to me

- If you are unsure if something is responsive, please send it to me for further review.
- Do **NOT** print electronic records, scan, then send to me. Please just send me the electronic record.

**Please use one of the methods below to send me your records:*

| Delivery | Directions |
|--|--|
| Email <i>(recommended method for less than 25 records)</i> | <ol style="list-style-type: none"> 1. Select "Reply" to this email 2. Attach the responsive record(s) (e.g. emails, word docs, excel) by dragging and dropping or copying and pasting into the new email |

| | |
|--|---|
| | *Please keep in mind, the total attachment size must be no more than 15 MB |
| Disc or thumb drive <i>(recommended method for more than 25 records)</i> | <ol style="list-style-type: none"> 1. Save the responsive records (e.g. emails, meeting requests, etc.) to a disc or thumb drive 2. Inter-office to my attention at Mailstop or hand-deliver to me. Please contact me first if you would like to hand-deliver the records to me to make sure I'm at my desk when you arrive. |
| OneDrive | Include Instructions Provide OneDrive Link |

Please provide:

1. Your responsive records by **MM/DD/YYYY**. If you don't have any records or need more time, please let me know.
2. The completed **Custodian Search Form**.
3. Names of other records custodians/locations that may have responsive records.

Thank you for your assistance in this matter. I know that it is a time consuming request and appreciate all the work that you do to support me and the department in responding to PRRs. If you need any assistance in conducting a search of your records, please don't hesitate to contact me.

Sincerely,
 Signature Line

Subject: Public Records Request ISS-XXXXX-XXXXXX – Records Search

Dear Records Custodian:

The Executive Branch (or specific Department/Division) received the attached records request that relates to request summary. We further clarified with the requestor that they are looking to receive request clarification records.

You have been identified as a possible custodian of records related to this public records request. If you are aware of other people that may also have responsive records and who are not included on this email, please provide me with their names.

Timeframe of records requested

Please note that we are only looking for records between the dates MM/DD/YYYY – MM/DD/YYYY.

Specific collection information

We believe that you may have records such as scheduling notes, other notes, calendar entries, and emails, etc. that are responsive to this request and need to be gathered at this time for review. You are being asked to conduct a comprehensive search of your records. I've attached a Custodian Search Form to this email that I hope will help guide your search and help you to identify potential locations where records could be held. Please return this form to me after you've completed your search. Also attached is a Searching Your Outlook Reference Guide to help you search for records in Outlook.

The requestor is looking to obtain records in their *native format with the metadata intact*, therefore, we need to be careful in how we are collecting the records.

****Please note that forwarding me an email message will NOT preserve the metadata. When forwarding an email, the metadata will be changed. In order to preserve the metadata, it must be saved as-is directly from your Outlook.****

You may use methods A or B to send me records:

A. Recommended method for less than 25 records:

- A1. Select "Reply" to this email.
 - A2. Attach the responsive record(s) (e.g. emails, word docs, excel) by dragging and dropping or copying and pasting (Ctrl C then Ctrl V) into the new email.
- **Please keep in mind, the total attachment size must be no more than 15 MB.****

B. Recommended method for more than 25 records:

- B1. Create a new folder on your desktop (or any location of your choice).
- B2. Move the responsive record(s) by dragging and dropping or copying and pasting (Ctrl C then Ctrl V) into the designated folder.

B3. Burn the responsive record(s) onto a disc or a thumb drive and send them interoffice to my attention to Mailstop.

If you need assistance in locating responsive records, we came up with some search terms that may be of help to you:

- "Search1"
- "Search2"
- "Search3"

Please have your search completed by MM/DD/YYYY. If you are not able to have your search completed by that date, please provide me with an estimated date of when you would expect that have your search completed. Let me know if I can answer any questions or provide any assistance in the collection process. I appreciate your time.

Sincerely,
Signature Line



Subject:

Public Records Request ISS-XXXXX-XXXXXX - Custodian Interview
Search and Collection

Dear Records Custodian:

We are currently working on a public records request (attached) and you have been identified as potentially having responsive records. We would like to conduct an interview and collection with you at your workspace about where you create, manage, and store your records. Attached is the Custodian Search Form which includes the search parameters that will help guide our interview and collection.

The interview itself should take half an hour. We will then need to run searches and collect records. This portion will take approximately an additional hour. You do not need to be present for the collection hour if you do not wish to stay for that part.

Please don't hesitate to contact me should you have any questions or concerns.

Sincerely,
Signature Line

| | |
|----------|--|
| TO: | records.management@kingcounty.gov |
| Subject: | Public Records Request ISS-XXXXX-XXXXXX – ERMS Search Request |

Hi Records Management Team:

We have received the following records request which will require an ERMS search to be conducted:

Text of Request OR Request Summary.

We are looking for ERMS searches for multiple Departments-Divisions-Sections (DDS). Below is the search criteria:

| Search Criteria | |
|---------------------|---|
| Date Range | MM/DD/YYYY – MM/DD/YYYY |
| DDS | List the DDS to search in or consult with the Records Management Team for appropriate DDS |
| Search Terms | <ul style="list-style-type: none"> Search1 Search2 Search3 |
| Matter | |
| Matter Name | |
| To | |
| From/Author | |
| Description | |
| Folder | |
| Origin | |
| ARM Id# | |

| Records Export | |
|---------------------------------------|--|
| Keep System Hierarchy (Yes/No) | Pick one: Yes = search results exported to maintain folder structure from ERMS No = only records exported |
| Grouping Instructions | Pick one: Group search results by search term, DDS, other OR Export all search results into one folder (duplicate records will be removed) |

| Delivery | |
|-----------------------------------|---|
| Requested Completion Date: | MM/DD/YYYY |
| Delivery: | Pick one: Send link to records on the Records Management Drive |

| | |
|--|--|
| | Export to SharePoint site Export to thumb drive and interoffice mail to mail stop, Other |
|--|--|

Please let me know if you have any other suggestions or ideas for the search terms within ERMS.

If more time is needed, please let me know and we can discuss further. Thank you and let me know if you have any questions.

Sincerely,
Signature Line

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|-------------|---|--|--|--|
| AC1 | Attorney Client Privilege Explanation 1 | RCW 42.56.070(1); RCW 5.60.060(2)(a) | Redacted material reflects communication between client and attorney pertaining to legal advice. | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if you are using this exemption. |
| AC2 | Attorney Client Privilege Explanation 2 | RCW 42.56.070(1); RCW 5.60.060(2)(a) | Redacted material reflects communication between clients pertaining to legal advice obtained from the King County Prosecuting Attorney's Office. | *Identify where the legal advice was obtained from as part of explanation. |
| AC3 | Attorney Client Privilege Explanation 3 | RCW 42.56.070(1); RCW 5.60.060(2)(a) | Redacted material reflects communication between attorneys sharing a common interest regarding [enter subject**] . | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if you are using this exemption. **Identify the matter which is the subject of their common interest as part of explanation. |
| WP1 | Attorney Work Product (Actual Litigation) Explanation 1 | RCW 42.56.290; <i>Limstrom v. Ladenburg</i> , 136 Wn.2d 595 (1998) | Document reflects [Select Applicable: attorney's / attorney's agent's] legal research, opinions or mental impressions related to [case name**] . | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if you are using this exemption. **Identify the case name as part of explanation. |
| WP2 | Attorney Work Product (Actual Litigation) Explanation 2 | RCW 42.56.290; <i>Limstrom v. Ladenburg</i> , 136 Wn.2d 595 (1998) | Factual information gathered by attorney or at attorney's direction related to [case name**] . | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if applicable. **Identify the case name as part of explanation. |
| WP3 | Attorney Work Product (Reasonably Anticipated Litigation) Explanation 3 | RCW 42.56.290; <i>Limstrom v. Ladenburg</i> , 136 Wn.2d 595 (1998) | Document reflects [Select Applicable: attorney's / attorney's agent's] legal research, opinions or mental impressions related to anticipated litigation regarding [subject**] . | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if you are using this exemption. **Identify subject of the anticipated litigation as part of explanation. |
| WP4 | Attorney Work Product (Reasonably Anticipated Litigation) Explanation 4 | RCW 42.56.290; <i>Limstrom v. Ladenburg</i> , 136 Wn.2d 595 (1998) | Factual information gathered by attorney or at attorney's direction related to anticipated litigation regarding [subject**] . | *Fill in the <i>Attorney Key</i> on the Coded Exemption Key and/or Withholding Log if applicable. **Identify subject of the anticipated litigation as part of explanation. |
| DP | Deliberative Process | RCW 42.56.280; <i>PAWS v. Univ. of Washington</i> , 125 Wn.2d 243, 884 P.2d 592 (1994). Preliminary drafts, notes, recommendations, intra-agency memorandums. | Redacted material reflects pre-decisional opinions or policy recommendations expressed as part of the deliberative process, and disclosure of such material would be injurious to deliberative or consultative function and inhibit flow of recommendations. | |
| MEDIAT COMM | Mediation Communications | RCW 7.07 Uniform Mediation Act; RCW 7.07.050(5) Exceptions to privilege. Records of mediation communications that are privileged under this chapter are exempt from the requirements of chapter 42.56 RCW. | The redacted communications were made as part of a mediation held in [case / arbitration name*] | *Identify case or arbitration name as part of explanation. |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|----------|---|---|---|--|
| EPI | Public Employees/Volunteers - Employment and Licensing | RCW 42.56.250(4) | The following information [Select Applicable: Residential addresses / residential telephone numbers / personal wireless telephone numbers / personal electronic mail addresses / social security numbers / driver's license numbers / identicard numbers / emergency contact information of [Select Applicable: employees or volunteers]] or [Select Applicable: Names / dates of birth / residential addresses / residential telephone numbers / personal wireless telephone numbers / personal electronic mail addresses / social security numbers / emergency contact information of dependents of [Select Applicable: employees or volunteers]] was redacted as they are held in [Select Applicable: personnel records / public employment related records / volunteer rosters / a mailing list of [Select Applicable: employees or volunteers]]. | *Use more descriptive coding when it is not clear what is specifically redacted (i.e. "EPI-residential address"). |
| EE PRIV | Employee Privacy - Personal Information | RCW 42.56.230(3); RCW 42.56.050 | Example 1: Voluntary deductions have been redacted from employee's paystub. There is no legitimate public concern in how employees spend their salary, and release of this information would be highly offensive to a reasonable person.* Example 2: Specific and highly personal health related information of employee has been redacted. This information is not of legitimate concern to the public and release of this information would be highly offensive to a reasonable person.* | *These are just two examples of uses of RCW 42.56.230(3). There is a very high standard for what constitutes an actual invasion of right to privacy. Contact your attorney with questions. |
| EPI SSN | Public Employees/Volunteers Social Security Numbers - Employment and Licensing | 42 USC § 405(c)(2)(C)(vii)(I) The Social Security Act; RCW 42.56.250(4) | Social Security Numbers of [Select Applicable: public employees / volunteers of the public agency / dependents of public employees] are exempt from public inspection. | |
| EVAL | Employee Performance Evaluations - Personal Information | RCW 42.56.230(3); RCW 42.56.050; <i>Dawson v. Daly</i> , 120 Wn.2d 782 (1993); <i>Bellevue John Does v. Bellevue School District</i> , 164 Wn.2d 199 (2008) | The redacted information consists of an employee's performance evaluation which does not discuss specific incidents of misconduct and did not lead to discipline. This information is not of legitimate concern to the public and release of this information would be highly offensive to a reasonable person. | |
| APP | Applications for Public Employment - Employment and Licensing | RCW 42.56.250(2) | The redacted information was found in an application for public employment, therefore, the following has been redacted: [Select Applicable: names of unsuccessful applicants / resumes / related materials submitted consisting of description*]. | *Provide a description of the <i>other related materials</i> submitted with respect to the applicant(s) as part of explanation. **This exemption does not apply to vacancies in elective office. |
| EXAM | Employment Examination - Employment and Licensing | RCW 42.56.250(1); RCW 42.56.230(3) | The redacted content consists of examination data used to administer a(n) [Select Applicable: license / employment / academic] examination. [Select Applicable: Test questions / Scoring keys / Polygraph questions and results / Psych evaluations / Oral board interview questions / Examination data consisting of description*] have been redacted as they were used as part of the examination process. | *Provide a description of any other examination data used as part of explanation. **For polygraph and psych evaluations you can add privacy, RCW 42.56.050. Add to your Brief Explanation: "This information is not of legitimate concern to the public and release of this information would be highly offensive to a reasonable person." ***If applicant answers would clearly give away questions that are routinely asked of applicants, redact the answers as well. |
| APP BKGD | Background Checks for Law Enforcement Agency Employees - Employment and Licensing | RCW 42.56.230(3); RCW 42.56.050 | The redacted material consist of [Select Applicable: credit history / family history / residential history / other [description*]] and was located in files maintained for the employee. The content is highly personal in nature and exempt from release because disclosure would violate the employee's right to privacy. This information is not of legitimate concern to the public and release of this information would be highly offensive to a reasonable person. | *Provide a description of any other materials as part of explanation. |
| NM ULP | Identity of employee regarding unfair practice - Employment and Licensing | RCW 42.56.250(5) | The name and [description of identifying information*] of employee was redacted. As a current employee they sought advice, in order to ascertain their rights in connection with a possible unfair practice under chapter 49.60 RCW against them, and they requested that their identity or any identifying information not be disclosed. | *Provide a description of the identifying information redacted as part of explanation. |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|---------|--|---|---|--|
| INV EMP | Investigation records - Employment and Licensing | RCW 42.56.250(6) | King County is conducting an active and ongoing investigation of a(n) [Select Applicable: possible unfair practice under chapter 49.60 RCW / possible violation of other federal, state, or local laws prohibiting discrimination or harassment in employment / employing agency's internal policies prohibiting discrimination or harassment in employment] ; therefore the investigative records compiled are exempt in their entirety. | *See below (NM EMP) for exemption code for applicable closed investigations. |
| NM EMP | Identity of employee in discrimination or harassment investigation - Employment and Licensing | RCW 42.56.250(6) | The name(s) of the [Select Applicable: complaining employee / other accuser / witness(es)] has(have) been redacted from the investigative records of [Select Applicable: possible unfair practice under chapter 49.60 RCW / possible violation of other federal, state, or local laws prohibiting discrimination or harassment in employment / employing agency's internal policies prohibiting discrimination or harassment in employment] . Unless a complainant, other accuser, or witness consent to the disclosure of their name, the investigation record can only be released with their names redacted. | *Once the investigation had been concluded and the complaining employee has been notified of the outcome, the records are no longer categorically exempt. **This exemption is only for the names of complainant, other accusers, or witnesses. ***See "Employee Notice - Employment Investigation of Discrimination or Harassment" Template in the PRO Toolkit. |
| CJ EMP | Photographs and/or Month and Year of Birth of Criminal Justice Employee - Employment and Licensing | RCW 42.56.250(9) | The [Select Applicable: photograph / month and year of birth] was located in the personnel file of the criminal justice employee, as such, it has been redacted. | *News media, as defined in RCW 5.68.010(5), has access to the photographs and full dates of birth. |
| GPS | GPS Data - Employment and Licensing | RCW 42.56.250(10) | Global positioning system data has been redacted as it would indicate the location of the residence of a [Select Applicable: public employee / volunteer] who uses the GPS recording device. | |
| GPS CJ | GPS Data Criminal Justice Employees | RCW 42.56.240(13) | Global positioning system data has been redacted as it would indicate the location of the residence of an employee or worker of a criminal justice agency as defined in RCW 10.97.030. | |
| FMLA | Family Medical Leave Act | 29 CFR § 825.500 Recordkeeping Requirements | Records and documents relating to certifications, recertifications or medical histories of [Select Applicable: employees / employees' family member(s)] created for purposes of FMLA, are considered confidential medical records and have been redacted. | |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|--------|--|--|--|--|
| SSN | Social Security Numbers | 42 USC § 405(c)(2)(C)(viii)(I). The Social Security Act. | Social Security numbers are exempt from disclosure, as such they have been redacted. | |
| PC | Public Clients - Personal Information | RCW 42.56.230(1) | The redacted records contain personal information of patients/clients in files maintained for [Select Applicable: students in public schools / patients or clients of public institutions / patients or clients of public health agencies / welfare recipients] , as such, the name and [description of personally identifying information*] of applicants and participants is exempt from disclosure. | *Provide a description of the identifying information redacted as part of explanation. |
| CCARE | Names and Contact Information of Children Enrolled in Child Care or Learning Programs - Personal Information | RCW 42.56.230(2) | The redacted records contain personal information of (a) [Select Applicable: child enrolled in licensed child care in files maintained by the department of early learning / child enrolled in a public or nonprofit program serving or pertaining to children, adolescents, or students, including but not limited to early learning or child care services, parks and recreation programs, youth development programs, and after-school programs / family members or guardians of a child if the family member or guardian has the same last name as the child or if the family member or guardian resides at the same address as the child] , as such, the name(s) and [description of personally identifying information*] are exempt from disclosure. | *Provide a description of the identifying information redacted as part of explanation. |
| ACT NO | Financial Account Numbers - Personal Information | RCW 42.56.230(5) | The redacted information reflects [Select Applicable: credit card numbers / debit card numbers / bank account numbers / electronic check numbers / card expiration dates] and is exempt from production and has been redacted. | *King County's account information=do not redact **Vendor account numbers=redact ***King County P-Cards=Partial credit card numbers and card expiration dates can be released. |
| EMERG | Emergency Notification Information - Personal Information | RCW 42.56.230(9) | The redacted content is information that was voluntarily submitted and contained in the [Select Applicable: enhanced 911 emergency communications system / emergency notification system] and is exempt from public inspection. | |
| BFSBBP | Bump-Fire Stock Buy-Back Program Participants - Personal Information | RCW 42.56.230(11) | The redacted records contain the personal information of individuals who participated in the bump-fire stock buy-back program under RCW 43.43.920, as such, the [Select applicable: names / addresses / description of other personal information*] are exempt from disclosure. | *Provide a description of the other personal information redacted as part of explanation. |
| OLN | Operator's License Number | RCW 42.56.240(1); RCW 42.56.050 | Operator's License Numbers (OLN) were collected as part of this investigative agencies' records. The redacted records are investigative records about drivers, and nondisclosure of their OLN is essential to their privacy. OLN's are not of legitimate concern to the public and release of this information would be highly offensive to a reasonable person. | *This exemption is for INVESTIGATIVE AGENCIES only (i.e. Office of Civil Rights, Office of the Ombuds, RALS Animal Control, Department of Permitting and Environmental Review) |
| ACDR | Abstract of Complete Driving Record | RCW 46.52.130(3) | This record contains an abstract of a complete driving record. Information from abstracts is not to be provided to a third party, as such it is exempt from production. | *These are available upon request by only specific persons or entities. |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|------|--|------------------|--|--|
| PUT1 | Ride-Sharing Participant Information - Public Utilities and Transportation | RCW 42.56.330(3) | These records were collected to create and facilitate a ride-sharing program for public utilities and transportation. As such, the [Select Applicable: names / residential addresses / residential telephone numbers / other individually identifiable records [description*]] held by the agency in relation to the [Select Applicable: vanpool / carpool / other ride-sharing program or service [description**]] are exempt from disclosure and have been redacted. | *Provide a description of the other individually identifiable records redacted as part of explanation. **Provide a description of the other ride-sharing program or service as part of explanation. |
| PUT2 | Participant Information of Services Operated for Disabled or Elderly Persons - Public Utilities and Transportation | RCW 42.56.330(4) | These records were obtained to provide transit service operated for the benefit of persons with disabilities. As such, the [Select Applicable: names / residential addresses / residential telephone numbers / other identifying information [description*]] of current or former participants or applicants is exempt from disclosure and has been redacted. | *Provide a description of the other identifying information redacted as part of explanation. |
| PUT3 | Identifying Information of Persons Who Acquire and Use Fare Payment Media - Public Utilities and Transportation | RCW 42.56.330(5) | These records were collected from persons who acquire and use transit passes or other fare payment media. As such, the [Select Applicable: names / residential addresses / residential telephone numbers / other identifying information [description*] / specific user acquisition / specific use information] are exempt from disclosure and have been redacted. | *Provide a description of the other identifying information redacted as part of explanation. |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|-------|---|-------------------|---|--|
| FCPI1 | Data Obtained by Agency - Financial, commercial and proprietary information | RCW 42.56.270(1) | The [Select Applicable: Valuable formulae / designs / drawings / computer source code / computer object code / research data] regarding [description*] was obtained by the agency within the last five years. These records are exempt from disclosure the release would produce private gain and public loss by [description**]. | *Provide description of financial, commercial, or proprietary information referencing as part of explanation. **Explain how disclosure would produce private gain AND public loss as part of explanation. |
| FCPI2 | Proprietary Information - Financial, commercial and proprietary information | RCW 42.56.270(11) | These records contain [Select Applicable: Proprietary data / trade secrets / or other information [description*]] that relates to [Select Applicable: a vendor's unique method of conducting business / data unique to the product or services of the vendor]. This information is exemption from disclosure because [description**]. | *Provide description of other information redacted as part of explanation. **Explain how the information redacted meets this standard as part of explanation. |
| LNI | Labor & Industries Claim File of Injured Employee | RCW 51.28.070 | The content redacted includes records and communications that were originated from or are regarding the employee's claim file. Workers' compensation claim files are completely exempt from production. | |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|----------|---|------------------|---|---|
| SEC | Computer and Telecommunication Networks Security - Security | RCW 42.56.420(4) | <p>Example 1: This record contains information about the infrastructure and security of computer and telecommunications networks which is exempt from disclosure. The [Select Applicable: password / security access code / security access program / access code for secure software application / security recovery plan / service recovery plan / security risk assessment / security test results] has/have been redacted because it identifies specific system vulnerabilities.</p> <p>Example 2: This information has been redacted as release may increase risk to the [Select Applicable: confidentiality / integrity / availability] of [Select Applicable: security / information technology infrastructure / assets] and therefore is exempt from disclosure. There would be increased risk because [description*].</p> | *If using Example 2, include a description of why release of this specific information would increase risk. |
| TERR | Terrorist Mitigation Plans - Security | RCW 42.56.420(1) | <p>The redacted portion(s) of this record was/were [Select Applicable: assembled / prepared / maintained] to [Select Applicable: prevent / mitigate / respond] to criminal terrorist acts, disclosure of which would have a substantial likelihood of threatening public safety. The portions of records redacted consisted of</p> <p>*Option A [Select Applicable: specific and unique vulnerability assessments / specific and unique response or deployment plans / compiled underlying data collected in preparation of or essential to the assessments, or to the response or deployment plans].</p> <p>*Option B [Select Applicable: records not subject to public disclosure under federal law that are shared by federal or international agencies / information prepared from national security briefings provided to state or local government officials related to domestic preparedness for acts of terrorism].</p> | *Select either Option A or Option B |
| CORRSEC1 | Correctional Facilities - Security - Security Check Activity | RCW 42.56.240(1) | The security check times have been redacted as this information is intelligence information that was compiled by the county correctional facility the nondisclosure of which is essential to effective law enforcement. | *Exemption for Jail use only |
| CORRSEC2 | Correctional Facilities - Security - Security Policies regarding Jail Standard Operating Procedures or Emergency Responses | RCW 42.56.420(2) | Portions of the [Select Applicable: Jail Standard Operating Procedures / Emergency Response Plans] were redacted as they contain specific and unique emergency and escape response plans at the county correctional facility. Disclosure of this information could threaten the security of the correctional facility, or the inmates and employees that are located within the facility. | *Exemption for Jail use only |
| CORRSEC3 | Correctional Facilities - Security - Comprehensive Lists of Internal Facility Phone Numbers or of County Issued Cellphone Numbers | RCW 42.56.420(2) | The comprehensive list of internal facility phone numbers has been redacted as it is a portion of a unique response plan the public disclosure of which would have a likelihood of threatening the security of the correctional facility, or any individual's safety. | *Exemption for Jail use only |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|----------------|--|--|---|---|
| MED | Medical Records - Health Care Information | RCW 42.56.360(2); Chapter 70.02 RCW | The medical records of [FIRST LAST name] have been redacted as they are records made by a health care provider for the purposes of diagnosis and treatment of a patient and are exempt from public release. | *Medical records can only be provided to the subject of the record or to their representative, and with the subject's permission. |
| MENTALH | Mental Health Records - Health Care Information | RCW 70.02.230. Mental health services - confidentiality of records. | The fact of admission and all information and records compiled, obtained, or maintained in the course of providing services to either voluntary or involuntary recipients of mental health treatment at public or private agencies is exempt from production, as such these records have been redacted. | |
| JMENTALH | Juvenile Mental Health Records - Health Care Information | RCW 70.02.240 Mental health treatment of minors – records confidential | The fact of admission and all information and records related to mental health services obtained through treatment under chapter 71.34 RCW is confidential, as such these records have been redacted. | |
| JMENTALH COURT | Juvenile Mental Health Records - Court Proceedings | RCW 71.34.335 Mental health treatment of minors – records confidential | The redacted information contains involuntary commitment information for minors that are maintained in any court proceeding under chapter 71.34 RCW. | *These records are only available to the minor, the minor's parent, and the minor's attorney. |
| CHEMDEP | Chemical Dependency - Health Care Information | 42 CFR Part 2 Alcohol and drug treatment records - federal regulations | These records contain the identity, diagnosis, prognosis, or treatment of patients, are maintained in connection with the performance of any alcohol or drug abuse prevention program, and are confidential. Therefore, the content of the records has been redacted. | |
| STDREC | Sexually Transmitted Diseases - Health Care Information | RCW 70.02.220(1) & (2); Sexually Transmitted Diseases Records | These records contain information related to sexually transmitted diseases and are therefore exempt from production. | |
| QIP | Quality Improvement Program Records | RCW 42.56.360 (1)(c); RCW 43.70.510(5); Health care services coordinated Quality Improvement Program | This information was created specifically for, and collected and maintained by Public Health's state approved quality improvement committee and is exempt from disclosure. As such, the information has been redacted. | |

| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|---------|---|---|--|--|
| ADVCOM1 | Advocate Communication - Sexual Assault | RCW 5.60.060(7) | The redacted materials are communications between a sexual assault advocate and a victim. Under RCW 5.60.060(7), a sexual assault advocate may not, without the consent of the victim, be examined as to any communication made between the victim and the sexual assault advocate. | *This exemption only applies to outside providers. **There are specific exclusions to this exemption under subsection (a) as follows: For purposes of this section, "sexual assault advocate" means the employee or volunteer from a community sexual assault program or underserved populations provider, victim assistance unit, program, or association, that provides information, medical or legal advocacy, counseling, or support to victims of sexual assault, who is designated by the victim to accompany the victim to the hospital or other health care facility and to proceedings concerning the alleged assault, including police and prosecution interviews and court proceedings. |
| ADVCOM2 | Advocate Communication - Domestic Violence | RCW 5.60.060(8) | The redacted materials are communications between a domestic violence advocate and a victim. Under RCW 5.60.060(8), a domestic violence advocate may not, without the consent of the victim, be examined as to any communication between the victim and the domestic violence advocate. | *The KC PAO has their own DV Advocate so this exemption will rarely, if ever, apply to KC records. **There are specific exclusion to this exemption under subsection (a) as follows: For purposes of this section, "domestic violence advocate" means an employee or supervised volunteer from a community-based domestic violence program or human services program that provides information, advocacy, counseling, crisis intervention, emergency shelter, or support to victims of domestic violence and who is not employed by, or under the direct supervision of, a law enforcement agency, a prosecutor's office, or the child protective services section of the department of social and health services as defined in RCW 26.44.020. |
| NCD-CH | Non-Conviction Data – Criminal History from WSP | RCW 10.97.040, .050 and .080 Criminal Records Privacy Act | Identifiable descriptions of arrests, detentions, and formal criminal charges which did not lead to a conviction or other disposition adverse to the subject cannot be copied, but may be viewed. Please contact our office if you would like to arrange a time to view this material. | |
| NCD-RP | Non-Conviction Data – Right to Privacy | RCW 42.56.240(1); RCW 42.56.050; <i>Bainbridge Island Police Guild v. City of Puyallup</i> , 172 Wn. 2d 398, No. 82374-0 (2011) | The name of this uncharged suspect has been redacted from the investigative records held by the [Name of law enforcement agency] to protect the suspect's right to privacy. Release of this name would be highly offensive and not of legitimate concern to the public. | *Insert applicable name of the LE agency. **The exemption applies to police case reports specifically. ***The courts have found that release of an allegation of <i>sexual misconduct</i> is highly offensive. In order to assert this exemption for other offenses, please consult with the PAO. |
| NCIC | Criminal History - FBI Rap Sheet (Triple I) & National Crime Information Center (NCIC) Data | RCW 10.97.040; 28 U.S. Code § 534(f)(1); 28 CFR 20.33(a) | Example 1: The withheld record is a rap sheet from the Federal Bureau of Investigation's III database. Such record may only be released to the subject of the record. Example 2: The redacted record is a printout of NCIC data contained in criminal justice information systems. Such record may only be released to the subject of the record. | |
| CPS | Child Protective Service | RCW 13.50.100(5); RCW 26.44.030(7)(9) | The redacted record is from a child abuse investigation conducted by the Department of Social and Health Services' Child Protective Services. These Child Protective Services documents are exempt from release unless being released to the subject of the record or their representative. | |
| APS | Adult Protective Services | RCW 74.34.095; RCW 74.34.035(9) | APS records, including all files, reports, records, communications, working papers used or developed in the investigation or provision of protective services, and the identity of the person making the report, is confidential and not subject to disclosure, as such these records are being withheld. | |
| JAIL | Jail Inmate Records | RCW 70.48.100(2) | Records of a person confined in jail, with the exception of their name, date and reason for incarceration, and date of release, shall be held in confidence and be made available only to criminal justice agencies, to the inmate, or the inmate's attorney without exemption. | |
| BKG | Booking Photo | RCW 70.48.100; <i>Cowles Publishing Co. v. Spokane Police Department</i> , 139 Wn.2d 472, 987 P.2d 620 (1999) | Records of a person confined in jail, with the exception of their name, date and reason for incarceration, and date of release, shall be held in confidence and be made available only to criminal justice agencies, to the inmate, or the inmate's attorney. Booking photographs are jail records and have been redacted. | |

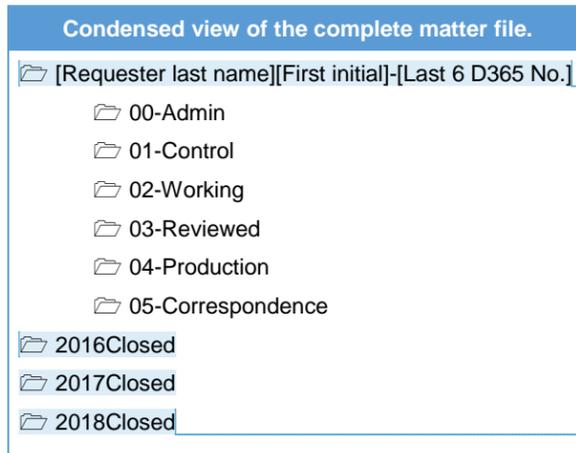
| CODE | WHAT EXEMPTION THE CODE STANDS FOR | STATUTE/CASE | EXAMPLE: BRIEF EXPLANATION OF HOW EXEMPTION APPLIES | ADDITIONAL NOTES FOR PRO |
|----------|---|--|--|--|
| CVSA | Identity of Child Victim of Sexual Assault | RCW 42.56.240(5); RCW 10.97.130 | The [Select Applicable: child victim's name / addresses / location / photograph / phone numbers / email addresses / social media profiles, and usernames and passwords / the relationship between the child and the alleged perpetrator because the child victim is a relative, stepchild, or stepsibling of the alleged perpetrator] has been redacted. The redacted information is confidential as it reveals specific details that describe an alleged or proven child victim of sexual assault, or contains their contact information. | |
| CVCW | Address of Child Victim/Witness to Certain Crimes | RCW 7.69A.050 | The address of this child victim/witness was redacted because the child victim/witness was involved in a violent crime, sex crime or child abuse and the child requested that their address not be disclosed. | |
| IDEN1 | Investigative, law enforcement, and crime victims – Identity of Witness or Victim | RCW 42.56.240(2) | Disclosure of this [Select Applicable: victim's / witness' / complainant's] identifying information (to include name and contact information) would endanger their life, physical safety, or property. | |
| IDEN2 | Investigative, law enforcement, and crime victims – Identity of Witness or Victim | RCW 42.56.240(2) | This [Select Applicable: victim's / witness' / complainant's] identifying information (to include name and contact information) is redacted because at the time the complaint was filed the complainant, victim, or witness indicated a desire for nondisclosure. | |
| GANG | Gang Database | RCW 42.56.240(6) | The redacted information is contained in a local or regionally maintained gang database or the statewide gang database. | |
| JUV1 | Juvenile Records – Relating to the Commission of Juvenile Offenses | RCW 13.50.050 | All juvenile offense records, other than the official juvenile court file, are confidential. The records may only be disclosed to the individuals authorized by statute, which include the child and/ or their attorney. | *Records may be released to the public only when that information could not reasonably be expected to identify the juvenile or the juvenile's family. Often that includes the name of the juvenile, family member names, other juvenile names within the Offender's file, and all identifying information. |
| JUV2 | Juvenile Records – Not Relating to the Commission of Juvenile Offenses | RCW 13.50.100 | All records held by juvenile justice care agencies not relating to the commission of an offense are confidential. The records may only be disclosed to the individuals authorized by statute, which include the child, their parent, and their attorney. | |
| INV-OPEN | Open Criminal Investigative Files | RCW 42.56.240(1) | The withheld records have been compiled by law enforcement as part of an active and open criminal investigation. Disclosing records from an open criminal investigation would jeopardize the remainder of the investigation by revealing case impressions and direction. Accordingly, non-disclosure is essential to effective law enforcement. | |
| INT INFO | Intelligence Information | RCW 42.56.240(1) | The withheld record is specific intelligence information that was compiled by a law enforcement agency. Disclosing this information would undermine effective law enforcement by enabling persons to mask behaviors, evade law enforcement scrutiny, or provide false information. Accordingly, nondisclosure is essential to effective law enforcement. | |
| SUIC | Suicide Note | RCW 42.56.240(1); 42.56.050; <i>Comaroto v. Pierce County Medical Examiner's Office</i> , 111 Wn. App. 69 (2002) | The suicide note is an investigative record compiled by law enforcement the non-disclosure of which is essential for the protection of a person's right to privacy. This suicide note is not of legitimate concern to the public and release would be highly offensive to a reasonable person. | |
| AUTOP | Autopsy Report | RCW 68.50.105 | Content of the autopsy report has been redacted, as reports and records of autopsies or postmortems shall be confidential. | *The following persons may obtain copies of any such report or record: The personal representative of the decedent, any family member, the attending physician or advanced registered nurse practitioner, the prosecuting attorney or law enforcement agencies, public health officials, the department of labor and industries in cases in which it has an interest, or the secretary of the department of social and health services. Disclosure is prohibited to other persons. |
| GP | Graphic Photograph | RCW 42.56.240(1) | Graphic photographs of the decedent found in the [name of agency*] investigative records have been redacted to protect the victim's family right to privacy. Disclosure of these images would be highly offensive and they are not of legitimate concern to the public. | *Insert applicable agency. **The courts have found that release of deceased body photographs is highly offensive and not of legitimate concern to the public. In order to assert this exemption for graphic photographs of a victim's injuries (not deceased), please consult with the PAO. See <i>Richard Lee v. City of Seattle</i> 2018 WL 2203287. |

Purpose

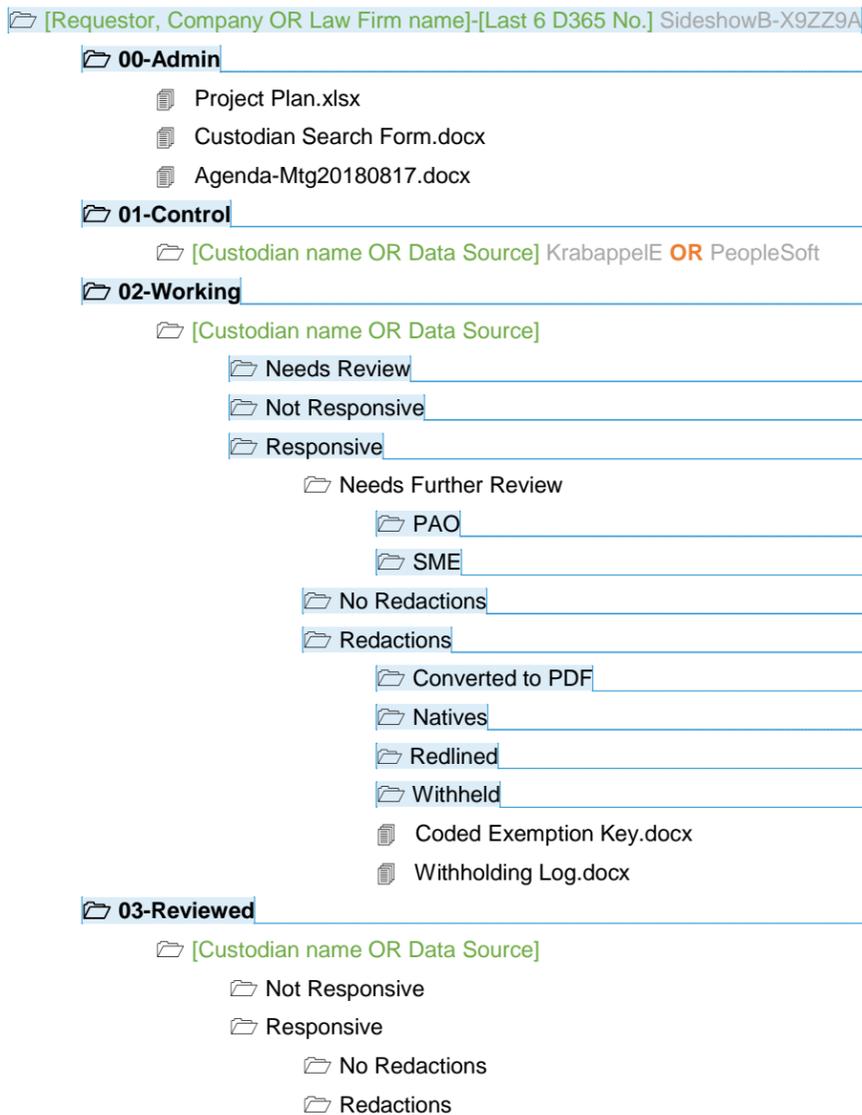
This reference guide provides more information regarding the file structure that the PRP recommends using to keep your public records requests organized and easily accessible to all. **See the Matter Files Template** for an expanded view of the complete matter file.

General

- It is best practice to save your PRR folders in:
 - a consistent manner that can easily be followed and understood by others,
 - an organized way that you and others can easily find/retrieve records,
 - a location that is backed-up (e.g. a network drive).
- Filing PRR folders by the year it was closed will help you apply the retention schedule for public records requests.



PRR Data Repository



Commented [A1]: You should have a PRR folder for each request you are currently working on.

Commented [A2]: Closed PRR Folders
 •After a request is closed, the PRR folder should be moved to the appropriate "ClosedYYYY" folder.
 •The request should be filed in the year it was closed – not the year it was received.

Commented [A3]: Save records received directly from custodians here. It is best practice to sort records by custodian or data source to easily account for the records that have been collected and reviewed.

Commented [A4]: 00-Admin
 •This folder contains records about how the request was handled, such as the Project Plan or notes about how an adequate search was conducted, custodian search forms, meeting agendas/notes.
 •If you need to share these documents, use OneDrive and file the final version of each document in this folder when the request is closed.

Commented [A5]: 01-Control
 •Keep a control copy of the exact records that you received from each custodian. This is a best practice and is your pristine master copy.
 •There may be instances when you need to refer back to exactly what you received before you sort, review and produce records.

Commented [A6]: 02-Working
 •Copy the "01-Control" folder into the "02-Working" folder to begin the review process.
 •This folder is your "To-Do" list for records that still need to be reviewed for responsiveness/exemptions

•If a PRR is abandoned, there will likely be records that are still in the "Needs Review" folder. If the requestor decides to re-open the request and it will be easy to pick up where you left off.

Commented [A7]: Needs Review
 Keep records that still need to be reviewed here.

Commented [A8]: Not Responsive
 Keep non-responsive records here.

Commented [A9]: Responsive
 File each responsive record into one of the following subfolders.

Commented [A10]: PAO
 Keep records that need PAO review here.

Commented [A11]: SME
 Keep records that need to be reviewed by a SME here.

Commented [A12]: No Redactions
 Keep records that do not need redactions here.

Commented [A13]: Redactions
 Keep the Coded Exemption Keys and Withholding Logs in this folder.

Commented [A14]: Converted to PDF
 Keep records that were converted to PDF here.

Commented [A15]: Natives
 Keep native copies of records converted to PDF here.

Commented [A16]: Redlined
 Keep redlined versions of records here.

Commented [A17]: Withheld
 Keep withheld records here.

Commented [A18]: 03-Reviewed
 •Move all the folders from the "02-Working" into the "03-Reviewed" once you've completed your records review.

•Ensure there is nothing outstanding for review. Verify these two folders are empty and delete them:

- Needs Review
- Needs Further Review

•If you leave reviewed records in the "02-Working" folder – it will create unnecessary digging to see that all records have already been reviewed and may be confusing.

•For a description of each sub-folder, refer to the 02-Working folder above.

- 📄 Coded Exemption Key.docx
- 📄 Withholding Log.docx
- 📁 Converted to PDF
- 📁 Natives
- 📁 Redlined
- 📁 Withheld

📁 **04-Production**

📁 Inst[XX]-[Date released YYYYMMDD] Inst01-20180907

📄 Public Records Request ISS-XXXXX-XXXXXX – Installment Number 1.msg

📄 Inst01-20180907.zip

📁 **05-Correspondence**

📁 Internal

📁 PAO

📁 Requestor

Outlook

📁 **PRRs Open**

📁 [Requester, Company OR Law Firm name]-[Last 6 D365 No.]

📁 Correspondence

📁 Internal

📁 PAO

📁 Requestor

📁 Working

📁 [Custodian name OR Data Source]

📁 Not Responsive

📁 Responsive

📁 Needs Further Review

📁 PAO

📁 SME

📁 No Redactions

📁 Redactions

📁 Withheld

Commented [A19]: 04-Production

- File produced records here.
- The production folder is the most important folder of all, as it will provide you, other PROs, and the PAO with the following information:
 - The date each installment was provided to the requestor.
 - Copies of all records provided to the requestor, separated by installment.
 - How the records were provided to the requestor for each installment.
 - All exemptions applied to the records.

Commented [A20]: Ensure that each installment has a folder named with the two-digit installment number and date (Inst[XX]-YYYYMMDD).

Commented [A21]: Keep a copy of the email or letter that you sent to the requestor informing them the installment is available. **See the Installment Letter Template.**

Commented [A22]: Keep a .zip file containing:

- All records produced.
- Coded exemption key and/or withholding log.

Commented [A23]: 05-Correspondence

- Store all of your communications about a request in the "05-Correspondence" folder.

- If you communicate by email with the requestor, file all email correspondence into the appropriate subfolder after you close the request.

- If you communicate by mail with the requestor, save copies of those letters in the appropriate subfolder as you process your request.

Commented [A24]: Internal
Keep communications sent between King County employees here except for correspondence with the PAO (see below).

Commented [A25]: PAO
Keep communications with the PAO or outside counsel acting on the PAO's behalf here.

Commented [A26]: Requestor
Keep communications with the requestor here, except the email or letter that you sent to the requestor informing them the installment is available (WHY? You've already saved this email in the "04-Production" folder!).

Commented [A27]: Correspondence

- This folder follows the same rules as "05-Correspondence."
- Once you've completed your request, file the emails into the appropriate folders within "05-Correspondence."

Commented [A28]: Working

- When working on your review predominantly via Outlook, structure your folders in the same fashion as "02-Working".
- Once you've completed your review in Outlook, file the records into the appropriate folders within "03-Reviewed."

Purpose

When you receive a request or when you are reviewing records and you notice that there are other King County agencies that are not part of the Executive Branch (e.g. PAO, Elections) who may have records, it is part of your role to make the requestor aware that they will need to submit a separate request directly to each entity. Per King County Code 2.12.005 and 2.12.230(B), any person wishing to request access to public records of an agency, or seeking assistance in making such a request should contact the public records officer of the agency. A request to one agency does not constitute a request to any other agency. A separate request must be made to each agency from which access to public records is requested or assistance in making such a request is sought. **See Referral to Separately Elected Agencies Template.**

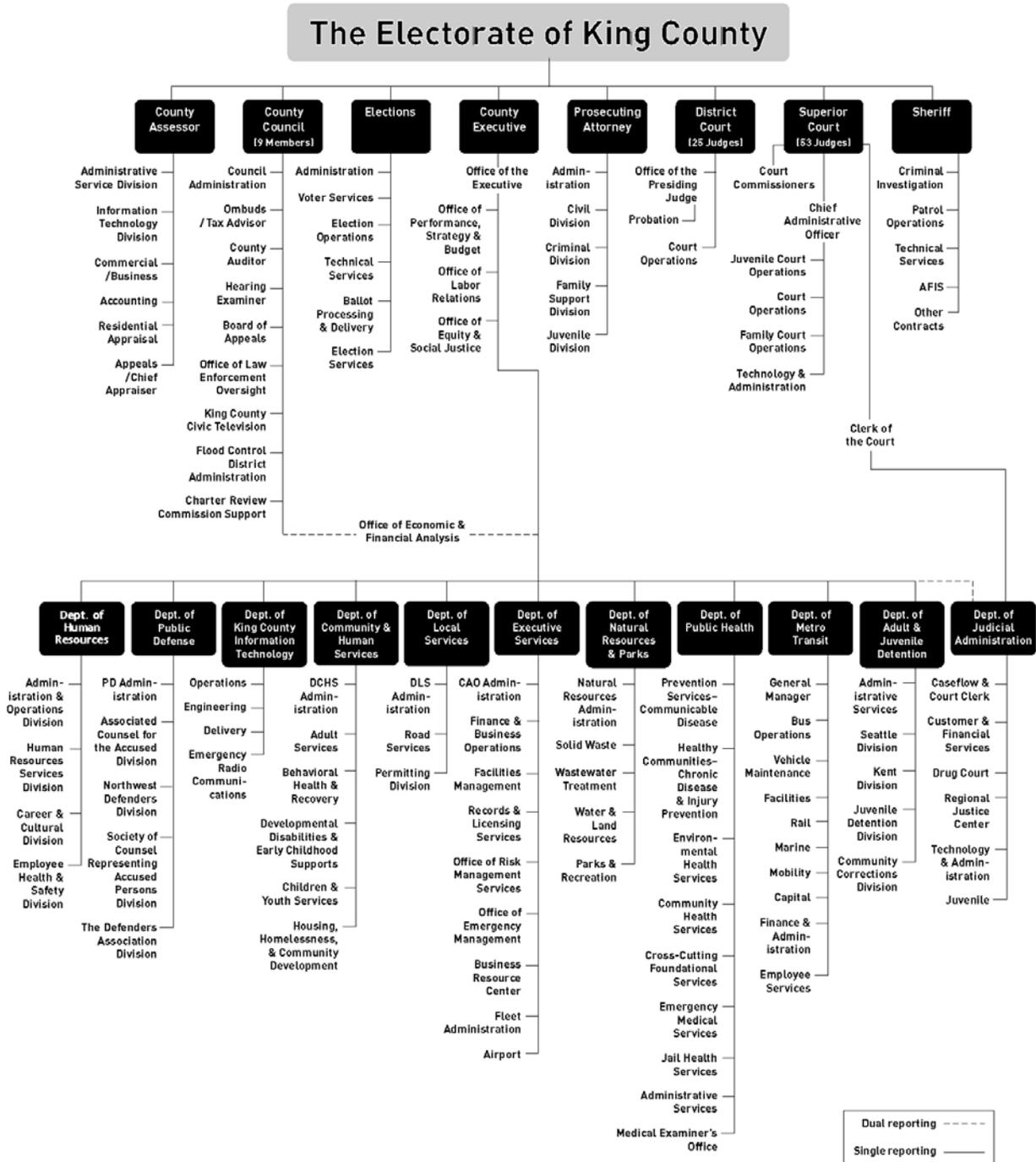
Contact information for the separately elected agencies

| Agency | Contact Information | Types of Records Maintained |
|--|---|---|
| King County Assessor's Office | Attn: Al Dams, Chief Deputy Assessor 500 Fourth Avenue, Room 740 Seattle, WA 98104 Phone: 206-296-5099 Email: Assessor.info@kingcounty.gov Website: https://www.kingcounty.gov/depts/assessor/public-records-requests.aspx | <ul style="list-style-type: none"> • Real and Personal Property assessments • Area Files (estimated market value for appraised property) • Real Property Excise Tax Affidavits • Tax and Levy Certifications |
| King County Legislative Branch <i>(formerly known as County Council)</i> | Attn: Melani Pedroza, Clerk of the Council 516 Third Avenue, Room 1200 Seattle, WA 98104 Phone: 206-296-0364 Email: clerk.council@kingcounty.gov Website: https://www.kingcounty.gov/council/clerk/public_records.aspx | <ul style="list-style-type: none"> • Council legislation • Council and Committee agendas, minutes, and videos • Individual Councilmember records |
| King County Elections | Attn: Susan Wilson, Public Records Officer 919 SW Grady Way Renton, WA 98057 Phone: 206-477-4277 Email: Susan.Wilson@kingcounty.gov Website: https://www.kingcounty.gov/depts/elections/about-us/data-and-statistics/request-data.aspx | <ul style="list-style-type: none"> • Voter registration information • Voter current-year data records • Historical voter data records • Voter envelopes returned-to-sender • Federal and local ballots • Candidate statements from past elections • Published election results |

| | | |
|---|---|---|
| <p>King County Prosecuting Attorney's Office</p> | <p>Attn: Kristie Johnson, Public Records Officer 516 Third Avenue, Room W400 Seattle, WA 98104 Phone: 206-477-3296 Email: paopublicdisclosure@kingcounty.gov Website: https://www.kingcounty.gov/depts/prosecutor/contact-us.aspx</p> | <ul style="list-style-type: none"> • Charge records • Family (child) support • Advising attorney records • Specific claim records that are made against DAJD (Note: records will also exist in ORMS) • Communications between King County judges and PAO staff • Communications between DPD and PAO • Inquests prior 2018 |
| <p>King County Sheriff's Office</p> | <p>Attn: Kimberly Petty, Public Records Officer 516 Third Avenue, Room W116 Seattle, WA 98104 Phone: 206-263-2103 Email: kcsodisclosure@kingcounty.gov Website: https://www.kingcounty.gov/depts/sheriff/services/public-disclosure.aspx Online Requests: http://www.kingcounty.gov/safety/sheriff/Services/PublicDisclosure/Online%20Requests.aspx</p> | <ul style="list-style-type: none"> • AFIS records • Police incident reports • Internal investigation reports |
| <p>King County District Court</p> | <p>Attn: Public Records Officer 516 Third Avenue, Room W1034 Seattle, WA 98104 Phone: 206-263-1852 Email: recordrequests.kcdc@kingcounty.gov Website: https://www.kingcounty.gov/courts/district-court/about/Administrative%20Public%20Records.aspx</p> | <ul style="list-style-type: none"> • Administrative public records • Traffic infractions • Misdemeanor court records |
| <p>King County Superior Court Clerk's Office</p> | <p>Attn: Correspondence Desk 516 Third Avenue, Room E609 Seattle, WA 98104 Phone: 206-477-0691 Email: clerksofficecorrespondencedesk@kingcounty.gov Website: http://www.kingcounty.gov/courts/clerk/access-records/records.aspx</p> | <ul style="list-style-type: none"> • Juvenile court records <ul style="list-style-type: none"> ○ Guardianship ○ Criminal • Probate and Will • Civil and Family Law <ul style="list-style-type: none"> ○ Divorce ○ Decrees • Adult criminal court records • Superior Court Case Data Report |

| | | |
|-----------------------------------|--|--|
| King County Superior Court | Attn: Court Administration 516 Third Avenue, Room C203 Seattle, WA 98104 Phone: 206-477-4342 Email: SCAdminRecordsOffice@kingcounty.gov Website: https://www.kingcounty.gov/courts/superior-court/get-help/public-disclosure-requests.aspx | <ul style="list-style-type: none">• Administrative records |
|-----------------------------------|--|--|

Below is an Org Chart of the separately elected Departments, Divisions, and Sections (DDS) for your reference:



2019-2020 King County Organization Elected Officials, Departments and Divisions

Purpose

A stakeholder meeting is a tool that can be used when a department receives a large complex request, or the Executive Branch receives a request that will involve multiple departments and coordination.

Preparation

1. Who to invite
 - a. Public Records Officers (PRO) of all involved departments
 - b. Lead records custodians for the matter
 - c. Subject Matter Experts (SME) of key departments/divisions or designated representatives
 - d. Prosecuting Attorney's Office (PAO) (*optional*)
2. Create Agenda (You can use the checklist below as the agenda)
 - a. Send to attendees in advance
 - b. Include request

Goals / Key Components for Draft Agenda

| Item | Achieved? Yes / No / NA |
|---|----------------------------|
| 1. Determine what records requestor is seeking and decide if clarification is needed from them. | |
| 2. Identify names of likely records custodians. | |
| 3. Identify who to contact for support in each department (if not PRO). | |
| 4. Work out search terms for each involved department (if necessary). | |
| 5. Determine if there are additional departments where records are likely to be located. | |
| 6. Discuss date range: <ol style="list-style-type: none"> a. Identify key dates/date range of topic; b. Discuss date range provided by requestor, if applicable; c. Determine date range of records search to be completed – or – determine if clarification is needed from requestor. | |
| 7. Assign next steps: <ol style="list-style-type: none"> a. Who will search for what b. Time frame for response | |
| 8. Designate project manager/coordinator for request and decide who will communicate with requestor and create/update the project plan. (Refer to PRR Roles and Responsibilities Reference Guide) | |



REFERENCE GUIDE

Public Records Request Roles and Responsibilities

Requestor first name last name PRR ISS-XXXXX-XXXXXX

| Role | Responsibilities | Assigned | Department |
|--|---|----------|--------------------------------|
| Project Sponsor / Department Leadership | <ul style="list-style-type: none"> • Assign points-of-contact and staff. • Ensure staff has adequate capacity and availability. • Make high level project and resource decisions. • Obtain funding and approve expenditures if necessary. | | Requesting Department/Division |
| Attorney | <ul style="list-style-type: none"> • Review records flagged as potentially privileged. • Provide legal advice. • Coordinate with Lead PRO. | | PAO DPD (if DPD Matter) |
| Lead PRO | <ul style="list-style-type: none"> • Communications with requestor <ul style="list-style-type: none"> ○ Send any applicable agency referrals. ○ Seek clarification and interpret requests in order to conduct effective record searches. ○ Produce records to requestors. • Intake and interpret requests. • Create and maintain project plan. • Coordinates data collection. <ul style="list-style-type: none"> ○ Develop the search methodology to locate responsive records. ○ Coordinate with other departments/divisions who have responsive records. ○ Guide and assist record custodians as they search for responsive records. ○ Conduct custodian interviews and facilitated collections. • Data Management <ul style="list-style-type: none"> ○ Manage centralized repository of collected records. ○ Log and track collected records. • Identify potential redactions/exemptions to apply. • Coordinate with Attorney. <ul style="list-style-type: none"> ○ Collect reviewer questions/feedback and properly route to Attorney. ○ Disseminate protocol changes and legal guidance to the review team. ○ Participate in public records litigation matters. • Conduct quality control of records review and coaching if necessary. | | |

| | | | |
|--------------------------|--|--|--------------------------------|
| | <ul style="list-style-type: none"> Track installments. | | |
| Reviewer | <ul style="list-style-type: none"> Review records for responsiveness and exemptions according to Lead PRO's guidance. Bring questions, comments and concerns to attention of Lead PRO for further action. | | Requesting Department/Division |
| Records Custodian | <ul style="list-style-type: none"> Respond timely when contacted by PRO to ensure compliance with deadlines or revise them if necessary. Perform diligent searches of all electronic and physical records in custody, including emails, network drives and hard copies. Document search when requested using the Custodian Search Form Contact PRO with questions about the request, the records you are producing, or the timeframe for responding. Don't assume, clarify to avoid miscommunications. Notify PRO if you think there are other staff who may have responsive records. Provide PRO all responsive records, flag those that may have exempt or sensitive content. Notify PRO if there are other locations to search, including shared drives or databases. Potentially participate in public records litigation matters. | | |

Purpose

To successfully complete a public records request, it is imperative that an adequate records search is performed. While some records custodians will know exactly where their responsive records are located, others will need guidance when asked to complete a records search.

Core Elements

When drafting search instructions to send to your records custodians, make sure to include the following core elements:

- Actual request
- Agreed upon/clarified records to search for
- Timeframe of records request
- Locations to search (e.g. Outlook, network drives, SharePoint, mobile devices, etc.)
- Ask for other custodians/locations
- Collection instructions
- Due date
- Offer of assistance

Additional Elements *(highly recommended)*

The following elements may not be necessary for every request, but the Public Records Program highly recommends including these elements in your search instructions to records custodians:

- Custodian Search Form (please use this to help you search)
- Searching Your Outlook Reference Guide
- Simple search terms
- Table/List of Items with notes about custodians, locations, interpretation, etc.

Purpose

When your Public Records Officer (PRO) asks you to conduct a search of all your records, it is sometimes necessary to run keyword searches through your outlook account. Below is a chart of Microsoft's search syntax which can help you narrow your search.

| Type this | To find this |
|------------------------|---|
| bobby | Items containing <i>bobby</i> , <i>BOBBY</i> , <i>BoBby</i> , or any other combination of uppercase and lowercase letters. Instant Search is not case sensitive. |
| bobby moore | Items containing both <i>bobby</i> and <i>moore</i> , but not necessarily in that order. |
| bobby AND moore | Items containing both <i>bobby</i> and <i>moore</i> , but not necessarily in that order. Note that logical operators such as AND, NOT, and OR must be in uppercase letters. |
| bobby OR moore | Items containing <i>bobby</i> , <i>moore</i> , or both. |
| "bobby moore" | Items containing the exact phrase <i>bobby moore</i> . Note the use of double quotes so that the search results match the exact phrase within the quotes. |

A few reminders...

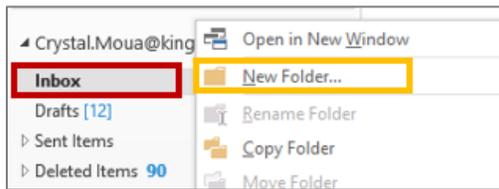
1. Boolean search terms (AND, OR, NOT) must be used in capital letters.
2. Conduct your search through your mailbox and any PSTs. (Don't know what that is? See the What is a PST Reference Guide)
3. After you have searched for and opened your PSTs, you'll need to give them time to index.
4. Using Windows File Explorer, you can use this search syntax to search for other types of files (Word, Excel, PowerPoint, etc.) in addition to email. Note, however, that in most cases, searching in windows file explorer will only bring back keyword hits that are used in the file name. It will not search through the body of a document.

Please note that depending on the version of Outlook installed on your workstation and personal settings applied, the screenshots below may differ from what you see on your screen.

Be sure to have your PSTs open in Outlook and allow enough time for them to be indexed before conducting your search. If at any point you need assistance, please feel free to contact your PRO for assistance.

How to search Outlook for responsive records

1. In Outlook, navigate to your **Inbox**. Right click on **Inbox** on the left pane and then click **New Folder**.

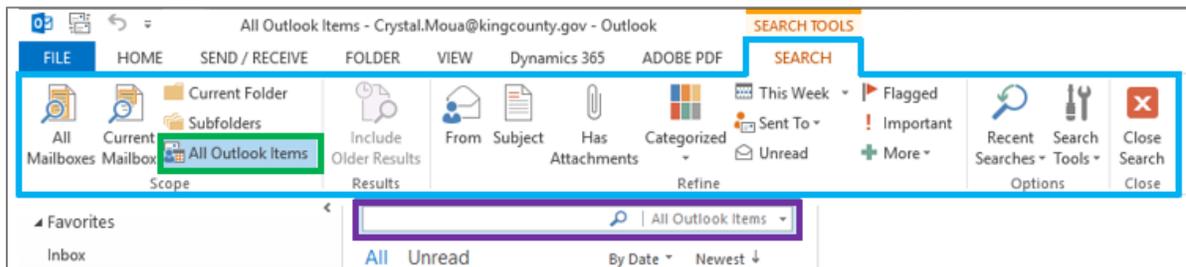


2. In the **name box**, type “PRR-Apple” and press [Enter]. The newly created folder should appear as a sub-folder beneath Inbox on the left pane.

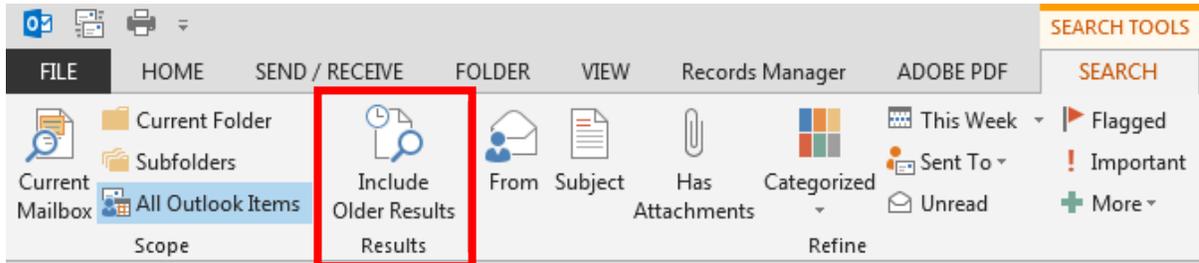
**Note: For this example we will use PRR-Apple, but “Apple” should be replaced with the actual search term being used.*



3. Find the **search box** at the top of your messages and enter your search term (include quotations around the search term if specified by your PRO). After clicking in the search box to enter your search term, the **Search Tools** tab should appear in the window. Click on **All Outlook Items** to search all folders (this will include currently open PSTs and calendar items).



- As you type in your search term the **“Include Older Results”** will become activated in the ribbon. Click on this button to include older emails in your search.



If you do not select the “Include Older Results” recent search results will appear, but it is likely that when you scroll down your search results you will see the **message** below. Choose to view [more](#).

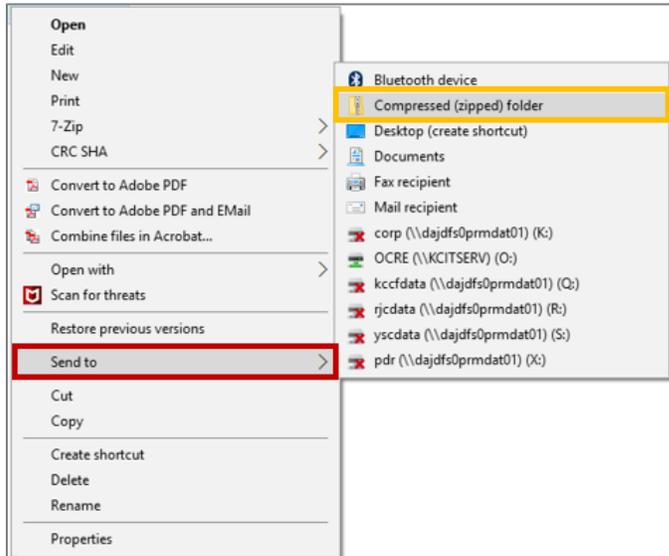


- Select all the items that appear in the search results by single-clicking on any of the messages, press [Ctrl] + [A].
- Once all the items are selected, press [Ctrl] + [C].
- Click on the PRR-Apple folder (created in step 3 above). Press [Ctrl] + [V]. This will make a copy of the search results so the items will not be affected if deleted.
- After your search is complete, create a folder on your desktop with the same name as your Outlook search folder and open it.
- Go back to your Outlook PRR-Apple folder.
 - Scroll down your search results if applicable chose [more](#) to view all records in the folder.



- Click on any message then press [Ctrl] + [A], then press [Ctrl] + [C].
- Click on your new opened desktop folder, press [Ctrl] + [V]. You should see the items pasted to this folder now.
 - After the items have been copied and pasted to the PRR-Apple folder on your desktop, delete the PRR-Apple folder in Outlook. Do not delete the folder on your desktop.

12. Repeat steps 1-11 for each search term.
13. After your search is complete. Select all of the new search folders on your desktop, then right-click and select **Send To**, then select **Compressed (zipped) folder**.



14. Send the zipped folder to your PRO in the delivery method they have specified (e.g. email, disc, thumb drive, or OneDrive).

Purpose

Who, What, When, Where, Why and How?
But not necessarily in that order
Sometimes in that order
But rarely in that order

What

Custodian Interviews are interviews of individuals that may potentially have or have knowledge of data/records relevant to a public records request.

The objective of the interview isn't necessarily to walk away with records in your hand.

Why

Information Gathering Opportunities:

- To find out who else might have relevant records or knowledge
- To enhance search terms or understand workgroup jargon that may not have been considered
- To determine where data might potentially exist or not exist
- To find/discern information that would not be obviously addressed on a questionnaire or form request.
- To help jog their memories for places to look

Information Sharing Opportunities

- To share/clarify information about what records are truly being sought.
- To be a records management evangelist

Who

Key Custodians

- Employees identified as having subject matter expertise and/or recognized as a key witness.

Exiting Employees

- If you know an employee will be leaving his/her post or transferring units, this may be an opportunity to tap them for historical knowledge and/or to document that an adequate search was completed.

Reluctant Responders

- Not technically savvy
- Flustered by the request
- Not familiar with the Public Records process

When

Proactive Approach

- At the onset of the request, when historical knowledge or contextual information is sought
- When you know you have a limited window of opportunity to work with a custodian
- Management/Director level custodians

Reactive Approach

- When you receive data that is higher or lower than expected
- When there are gaps in data that needs follow up or questioning

Where

Interviews are best done at or near the Custodian's workspace

- You can assist a custodian with searches
- You can run a search with their assistance
- You can visually assess the area to build into your interview script
- You can map their sources

How

Have some background knowledge of the request

Have an idea of what kind of information you are looking for from a particular custodian

Start with the basics, but tailor your script according to the information you are seeking

Ask open-ended and probative questions

Engage in active listening.

4 main categories of information that should be gathered from a custodian interview

- Who they are
- What they do
- How they do it
- With who they do it

Documentation

Keep your notes from the interview with the matter files.

It will serve as an audit trail and possibly the basis of a declaration.

Purpose

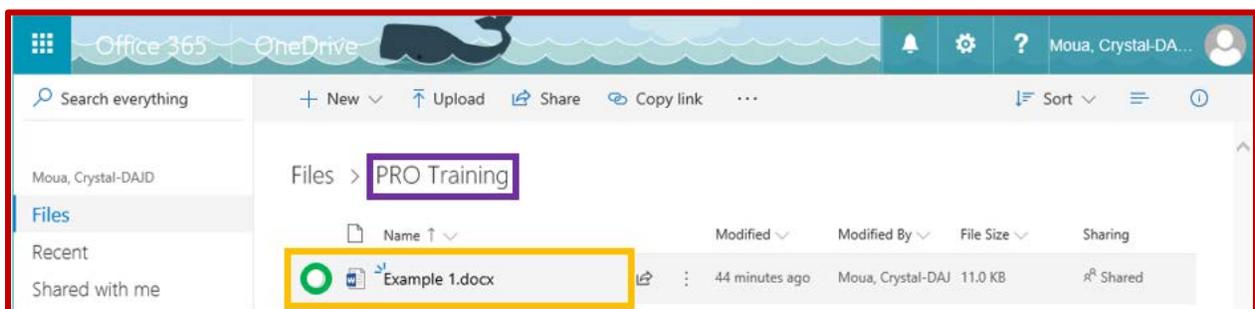
Instead of sharing records via email, CD, or USB, an alternative way is to use OneDrive. OneDrive is especially helpful when working with large files or a batch of records.

Please note that depending on the version of Windows installed on your workstation and personal settings applied, the screenshots below may differ from what you see on your screen. OneDrive is a Microsoft product and is constantly updated. Feel free to contact the PRP should you need any help or if the reference guide needs to be updated.

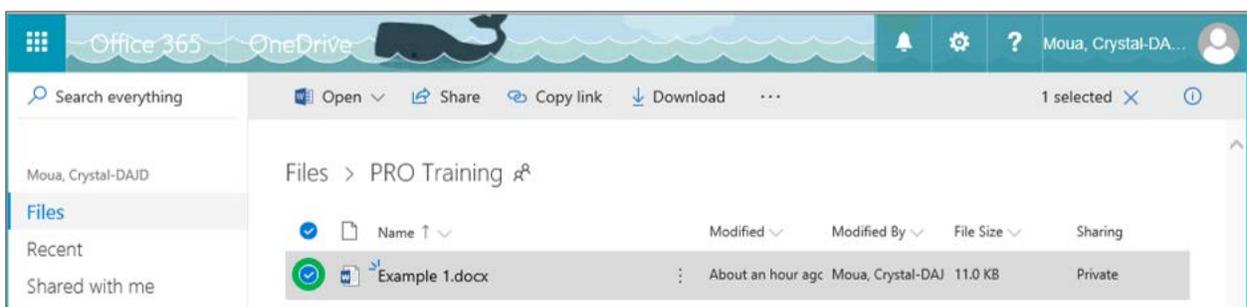
PART 1: SHARING RECORDS WITH EXTERNAL CUSTOMERS

1. In your **internet browser**, navigate to the file/folder in OneDrive that you would like to share. In this example, we will be sharing a file. Select the file by **hovering over the file name** and clicking on the **circle** to the left of the file name.

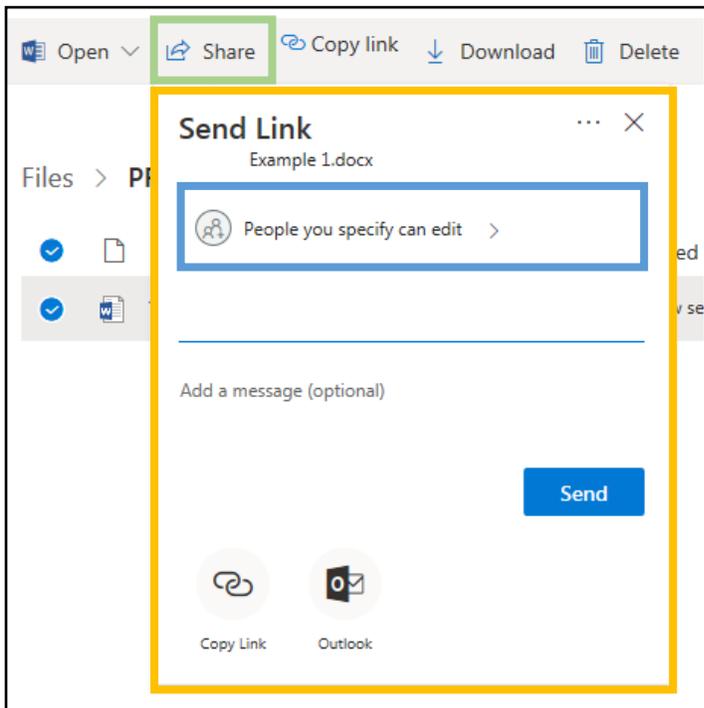
Note: If you do not select the file, you will share the entire content of the **current folder you are in (in this example, we are in the **PRO Training** folder).*



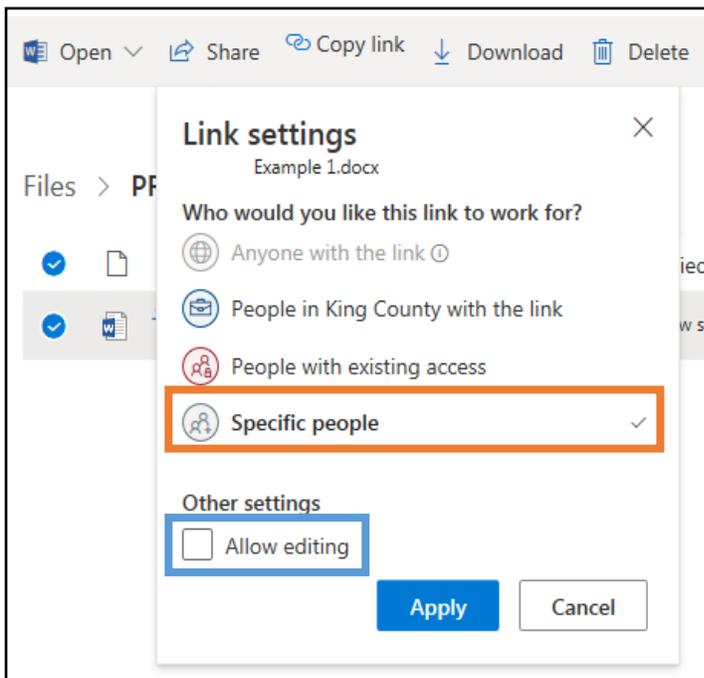
2. You can tell that the file has been selected if you see the **blue circle with a checkmark**.



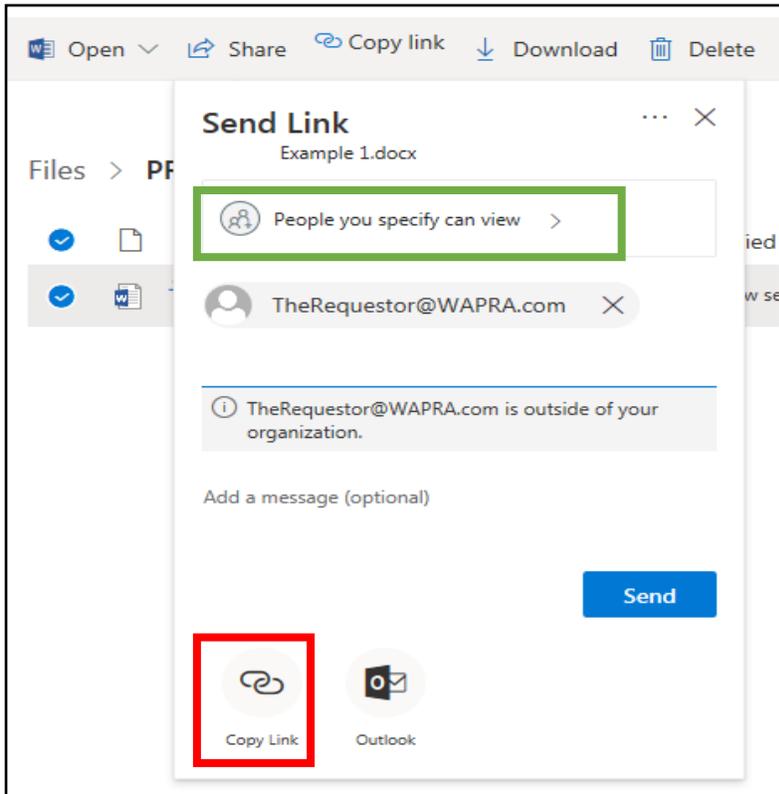
3. Select **Share** and the **Send Link window** will appear. Within that window, click on the **drop down button**.



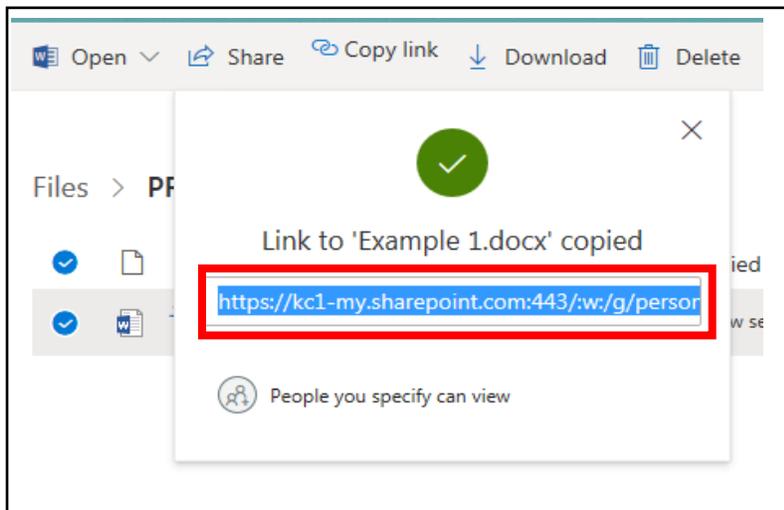
4. Select **Specific people** from the list and uncheck the **Allow editing** box. Select Apply.



5. Type in the **email address** that you would like to send the files to and select **Copy Link**.



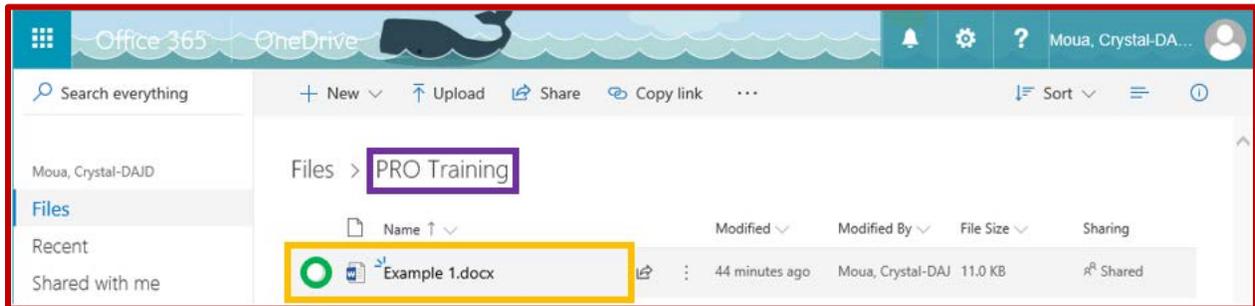
6. After OneDrive generates a **link**, copy it, then you are ready to paste the link into a new email.



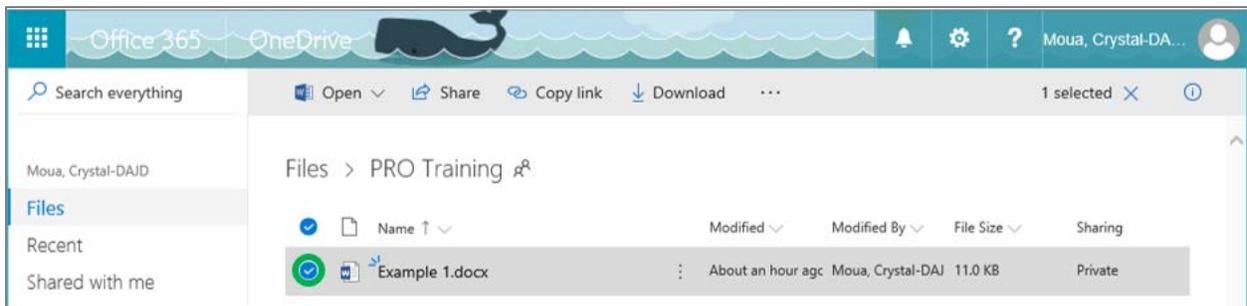
PART 2: SHARING RECORDS WITH INTERNAL CUSTOMERS

1. In your **internet browser**, navigate to the file/folder in OneDrive that you would like to share. In this example, we will be sharing a file. Select the file by **hovering over the file name** and clicking on the **circle** to the left of the file name.

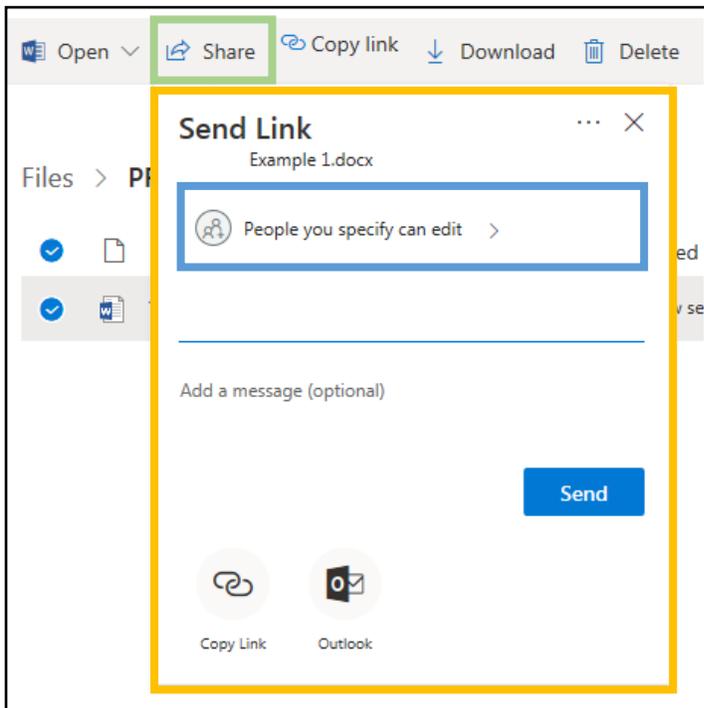
Note: If you do not select the file, you will share the entire content of the **current folder you are in (in this example, we are in the **PRO Training** folder).*



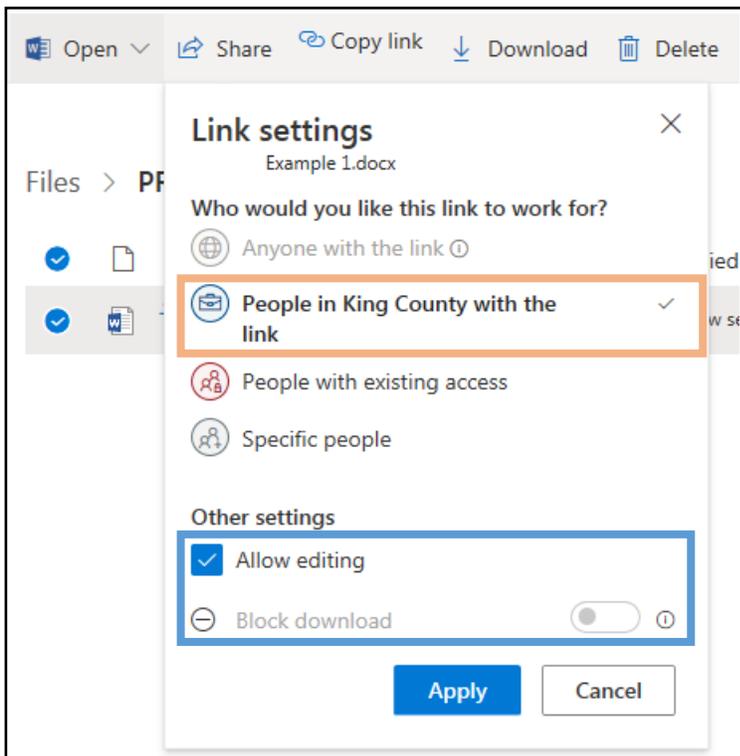
2. You can tell that the file has been selected if you see the **blue circle with a checkmark**.



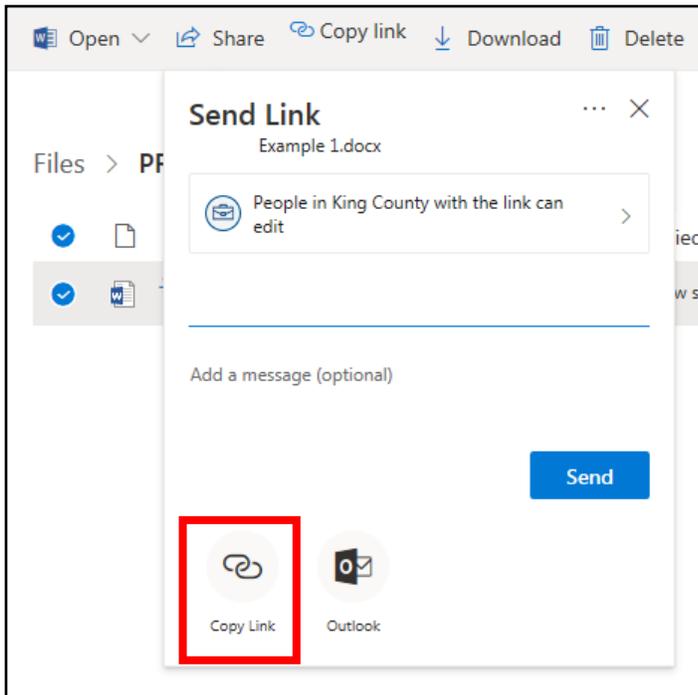
3. Select **Share** and the **Send Link window** will appear. Within that window, click on the **drop down button**.



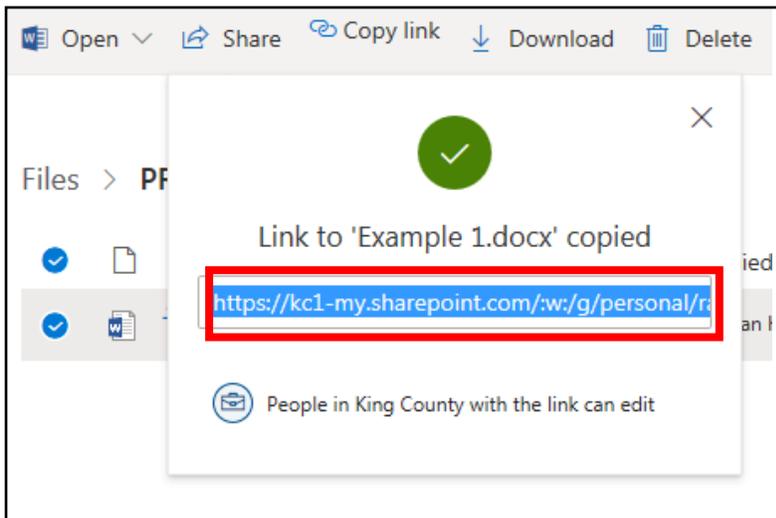
4. Select **People in King County with the link** from the list. Check or uncheck the **Allow editing** or **Block download** boxes. Select **Apply**.



5. Select **Copy Link**.

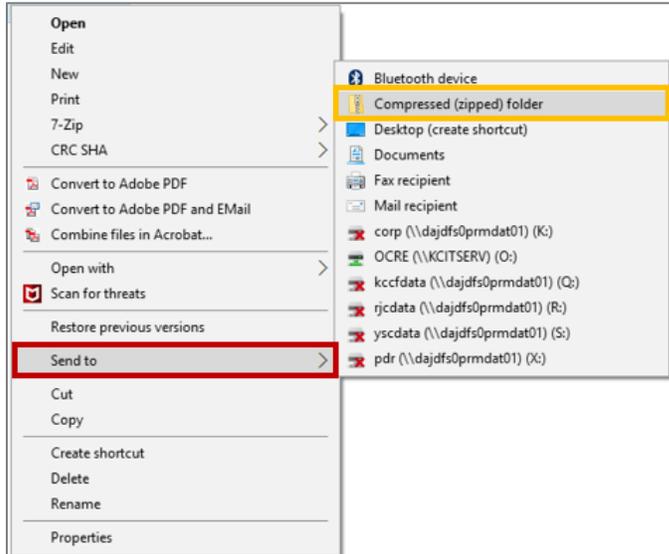


6. After OneDrive generates a **link**, copy it, then you are ready to paste the link into a new email.



Tip

When working with multiple records, it's easiest to zip the records before uploading to OneDrive because uploading/downloading large volumes of records at once can result in error messages. To do this, Select all of the folders on your desktop you want to upload to OneDrive, then right-click and select **Send To**, then select **Compressed (zipped) folder**.



Resources

| Resource | Link |
|---|---|
| Municipal Research and Services Center (MRSC) – Public Records Page | http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Public-Records-Act.aspx |
| Attorney General Office (AGO) – Open Government Resource Manual | https://www.atg.wa.gov/table-contents |
| Washington State Bar Association (WSBA) Public Records Act Deskbook | <p>Deskbook https://www.mywsba.org/PersonifyEbusiness/CLEStore/Public-Records-Act-Deskbook-Washingtons-Public-Disclosure-and-Open-Public-Meetings-Laws-2d-ed-2014/ProductDetail/7391471</p> <p>Online Subscription Version https://washington.casemakerlibra.com/home/index.aspx?pa=BBusiness&st=WA&b=Public%20Records%20Act%20Deskbook:%20Washington%27s%20Public%20Disclosure%20and%20Open%20Public%20Meetings%20Laws</p> |
| Joint Legislative Audit & Review Committee (JLARC) - New Legislation | http://leg.wa.gov/jlarc/Pages/publicRecAdmin.aspx |
| JLARC Agency Tracking and Reporting Guidance | http://leg.wa.gov/jlarc/Documents/PubRecordsAdmin/AgencyGuidance.pdf |
| Washington Association of Public Records Officers (WAPRO) | https://www.wa-pro.org/ |
| Master Labor Agreement (MLA) | https://www.kingcounty.gov/depts/executive/labor-relations/~/_/media/depts/executive/labor-relations/documents/contracts/350000MLA0117_scsq_Search.aspx?la=en |
| MLA Guidance | https://kc1.sharepoint.com/:b:/s/PRA/TK/EboYU9sEs25BhG20LXu2QP8BavKnN6_FBIUrK2w-9mR5Tq?e=HnISQ0 |
| King County Department / Division Org Charts | https://kc1.sharepoint.com/sites/ECP/Pages/orgcharts.aspx |
| User Guide for KCIT Electronic Records Request through Dynamics 365 | https://kc1.sharepoint.com/:w:/s/PRA/TK/EWcG-goNMFJcklrO8qlyOQABNadbvO8Z9_DA1J3ENjmEtQ?e=tErRjn |

| | |
|-----------------------------|---|
| Responder's Guide | https://kc1.sharepoint.com/:o/s/PRA/TK/Eukm3S9tekxJov_GooTR_x8BilQpgpsCQdTeSTQWwKqu-w?e=hGU7Mw |
| King County Acronyms | https://kc1.sharepoint.com/sites/ECP/Pages/acronyms.aspx |

Training

| Resource | Link |
|--|--|
| Basic PRA Training | https://kc1.sharepoint.com/:p/s/PRA/TK/EUsz-JKnNKIAsej1yhMYdOEBvEdZkXyeYD95IAHkZK19hg?e=JNQfut |
| Redacting HR Records and/or Personnel Files | https://kc1.sharepoint.com/:p/s/PRA/TK/EWaTmrLFcxFGiML4G4SYsqsBEVHyZUSctGB_CnwT8XgXgg?e=r6GfMU |
| Shelby's JLARC & Dynamics 365 Update | https://kc1.sharepoint.com/:b/s/PRA/TK/EcSFpfSbg95Kj9xrQta mO0wBUjJTnvja3bW15DreFpSsSA?e=i1n4qZ |
| Dynamics 365 Public Records Training | https://kc1.sharepoint.com/:b/s/PRA/TK/EX7Wjh7uRzBMnuCd7irhf8wBtqqRobjTt_zJ73YDX_jTnw?e=PGHHTx |
| AGO – PRA Online Training | https://www.atg.wa.gov/open-government-training |
| Outlook Search Training | https://www.youtube.com/watch?v=0xHmqgOYAeU |
| Open and Close Outlook Data Files (.pst) | https://support.office.com/en-us/article/Open-and-close-Outlook-Data-Files-pst-381b776d-7511-45a0-953a-0935c79d24f2 |
| Adobe Pro Redaction Tool Instructions | https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html <i>(Includes: Redacting Instructions, Import/Export XML Code Sets, Search and Redact)</i> |
| Adobe Pro Adding Bates Numbering | https://helpx.adobe.com/acrobat/using/add-headers-footers-pdfs.html#add_a_bates_numbering_header_or_footer_acrobat_pro |
| KCIT Electronic Records Search – Video | https://www.youtube.com/watch?v=Kkwvhicnjul&t=15s |
| Video on O365 E-Discovery | https://kc1.sharepoint.com/:v/s/PRA/TK/ERJqxGeRhNRHp4PHOO_ywtqBTgroT_Yb84vsZ-b6TZTfqQ?e=ONECs2 |

1. It is always okay to call your attorney if you have questions.
2. While there are no stupid questions, it is always better to ask a stupid question than to not ask any questions, and
3. If you are new or don't handle many requests, you will call your attorney often and that is okay!

The following are situations in which you may want or need to call your attorney. You may not need their help but keeping them in the loop is a great idea.

- Records that are the subject of a controversy or lawsuit
- If you have been told there is an open claim or lawsuit from the requestor attorney about the same subject of your request
- Records regarding a subject or topic that has been in the news lately
- Records that contain communications with, between or about the Prosecuting Attorney's Office
- Records that are marked attorney client privilege
- Personnel related records such as personnel files, medical files and investigation files
- Exemptions that require the use of a test, such as employee privacy or deliberative process
- Exemptions that you are unfamiliar with or have never used before
- Is your search or search plan defensible
- When you are giving, or think you need to give, third party notice

When we get a request for emails that includes PSTs...

So what is a PST anyway?

Technically, “PST” stands for Personal Storage Table. But that doesn’t say much. Usually when PSTs are brought up in discussion, we are talking about email from Microsoft Outlook. PSTs are sometimes called “personal folders” or “archive files” or “outlook data files”.

If you have been with the County for a number of years, you likely received a message from Outlook telling you that your inbox is full or almost full. It would then ask you if you’d like to archive some of your data. You either clicked yes or no. Alternatively, you might have asked KCIT to help you manage your mailbox. Historically, we have created these files to manage the amount of our emails. Now that technology has evolved, we are moving away from this method.

So why does this matter?

In order to understand the key points about PSTs and why they are important, it might helpful to illustrate or visualize how our email system works. We’ll use a library system analogy here.

| Library System | Email System |
|-------------------------|--|
| Book | A single email |
| Bookshelf | Email folder |
| Collection | Your mailbox account (Inbox, Sent Items, Deleted Items, Calendar, etc.) |
| Library System | Exchange Server |
| Library Building | Microsoft Outlook – it is just a housing system that allows you to read the books. |
| Librarians | IT department |
| PST | Is the backpack you use to bring books you’ve checked out of the system home with you. |

Important takeaways...

- PSTs are NOT backups of your mailbox.** When PSTs are created, your emails are most commonly moved into the archive file and removed from the server.

In the library analogy, you wouldn’t be making copies of the books and taking them home with you. Instead you would be physically removing the books from the library and taking them elsewhere.

Important takeaways *(continued)*...

- 2. PSTs are not backed up**, usually. Most commonly, PSTs are saved somewhere on the local computer. If your computer crashes, you could lose your PSTs and all of the data on them, because they are not backed up on the server.

If you take the backpack of books home with you and your house caught on fire, those books would be lost forever.

- 3. Losing them is easy.** If you don't have your PSTs open in Outlook, you could delete them on accident, or forget where you have stored them.

If you took the backpack and shoved it into a closet at home and then moved houses a couple times, you might forget where that backpack is. The Library System doesn't have GPS on your backpack and can't keep track of it for you, they can only control the inventory that stays in the library.

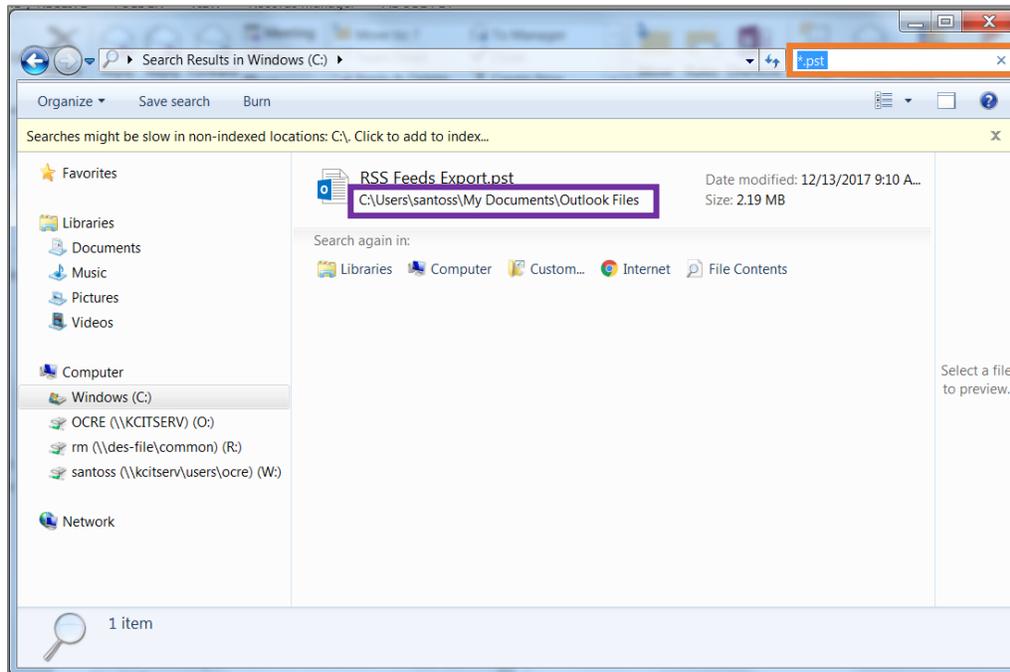
- 4. They aren't secure.** PSTs are portable and can contain a ton of data, which means they can be easily copied or moved easily. Sometimes sensitive and/or confidential information might be saved on them, so that information needs to be maintained with a higher level of care.

Losing a PST, would be like losing the backpack on a bus. There is no telling who might get a hold of it. Perhaps one of the books is your journal. The Library System would be helpless to ensure your privacy.

How to tell if you have PSTs.

Run a search for them on all of your computer and network drives.

1. Open up Windows Explorer.
2. In the **Search Bar**, insert the following: *.pst
3. After the search is complete, note the **file path** (folder/location) where each PST is saved.
4. Repeat steps 1-3 on your network personal drive and any USB thumb drives you might have.



More Resources:

Open and close PST files

- <https://support.office.com/en-us/article/open-and-close-outlook-data-files-pst-381b776d-7511-45a0-953a-0935c79d24f2>

What you need to know about managing PST files.

- <http://www.ironmountain.com/resources/general-articles/w/what-you-need-to-know-about-managing-pst-files>

PST files vs. PST archives vs. OST files

- <https://www.msoutlook.info/question/pst-files-vs-pst-archives-vs-ost-files>

What is “metadata?”

Data about data. A hidden set of file properties created by software that describes and gives information about an electronic document. This data can include information such as when the document was created or modified. When you make changes to a record, such as reformatting or forwarding an email, the metadata also changes.

What is “native format?”

Native format is the original format used to create a record. For example, if a record was created using Microsoft Word (.docx), the native format of that record is Microsoft Word (.docx). As long as the file extension isn't being changed, the metadata will stay the same. So, to maintain a record in its native format, keep a .docx as .docx, .msg as .msg, .pdf as .pdf, etc.

Why do we care?

Case Law: *O'Neill v. City of Shoreline*
<http://courts.mrsc.org/slip/823979MAJ.htm>

This case clarified that metadata associated with a public record is subject to disclosure under the PRA. Metadata may contain information that relates to the conduct of government and is important for the public to know. While metadata is public record, this does not mean that a government agency must provide metadata every time a request for a public record is made. For example, a request for an e-mail does not inherently include a request for the metadata associated with that email. The requestor must include a specific request for metadata or use terms such as “native format.”

Tips - General

To preserve metadata, records must be saved in their native format:

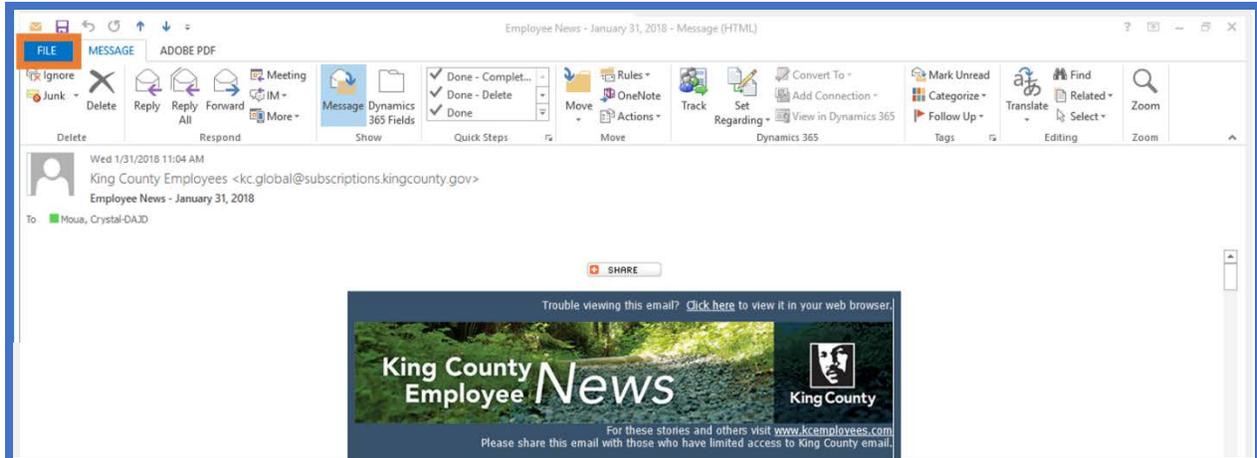
1. Gather files in their native file formats (.msg, .docx, .xlsx, .pdf, etc.);
2. Copy/paste email messages (.msg files) and other electronic records (.docx, .xlsx, etc.) to your working (network) folders;
3. Ask records custodians to attach the records to a new email and not to *forward* email records;
4. Don't print electronic records and then scan them;
5. If redactions are necessary, provide the redacted record and collect the metadata to provide separately. Please note, sometimes the metadata also needs to be redacted depending on the information within it.

Need help with metadata or native format?

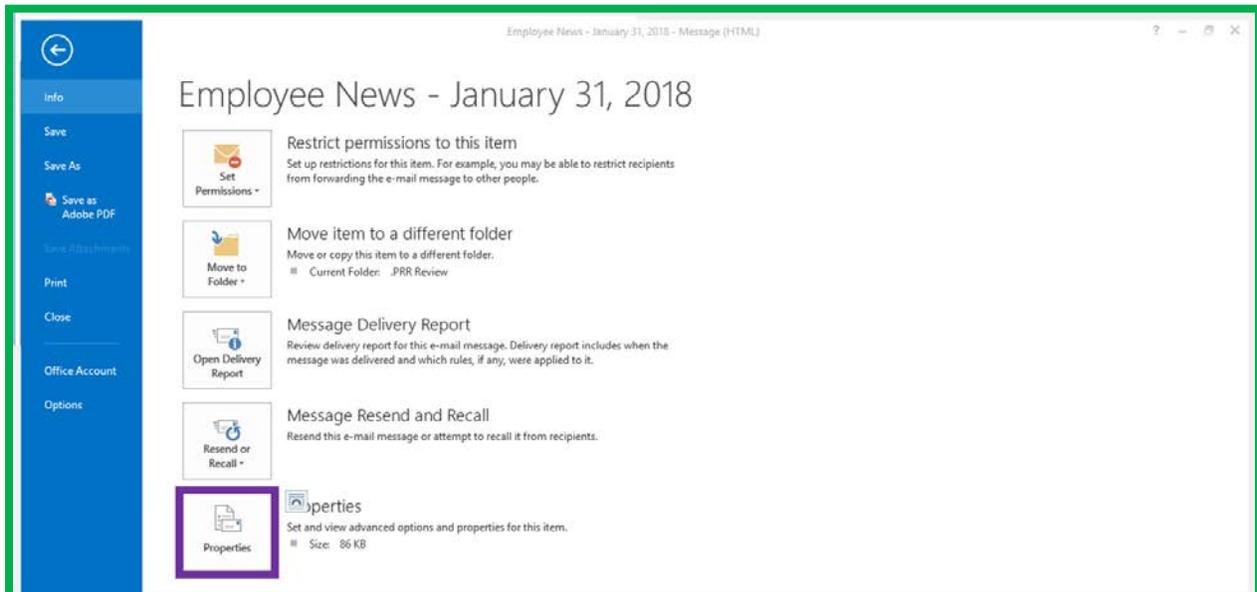
Let the Office of Risk Management Services Public Records Program (ORMS PRP) know!

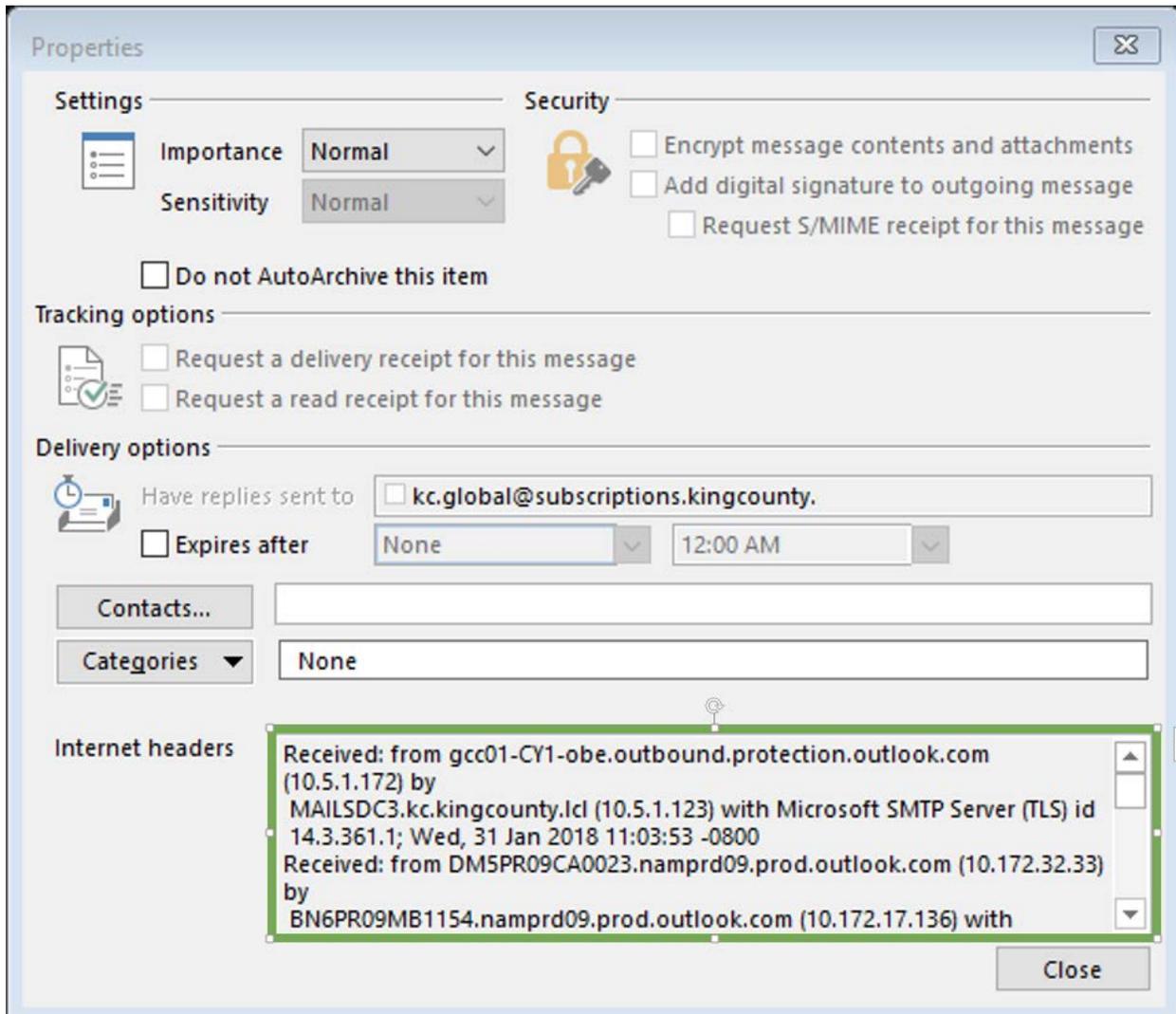
Example of metadata: Email

1. *Refer to the screenshot below:* Double click on your email to open it, then select **File**.



2. *Refer to the screenshot below:* Select **Properties**.





3. [Refer to the screen shot above](#): The content of the in the **Internet Headers** field is your metadata. Copy the contents of this field and **this** is what you get...

| TERM | DEFINITION | RESOURCE |
|--|--|---|
| Acronyms (King County's) | | https://kc1.sharepoint.com/sites/ECP/Pages/acronyms.aspx |
| Boolean Search / Boolean Operators: | The use of the terms "AND," "OR" and "NOT" in conducting searches. Used to widen or narrow the scope of a search. | |
| Collection | The process of gathering Electronically Stored Information for search, review, and production. | |
| Custodian Interview | Interviews of individuals that may potentially have or have knowledge of data/records relevant to a public records request. The objective of the interview isn't necessarily to walk away with records in your hand. But information | |
| Data Repository / Data Store | A destination designated for data storage. | |
| Electronically Stored Information (ESI) | This is an all inclusive term referring to conventional electronic documents (e.g. spreadsheets and word processing documents) and in addition the contents of databases, mobile phone messages, digital recordings (e.g. of voicemail) and transcripts of instant messages. All of this material needs to be considered for disclosure | https://www.edrm.net/glossary/esi-electronically-stored-information/ |
| Indexing (Keyword) | Indexing is a process that inventories the total content of a file and builds a searchable electronic index. This index typically maps from a keyword to all the documents that contain the keyword. Search indexes serve to function as tools designed to facilitate and expedite the retrieval of information. Search engines will use both common and proprietary technology to build indexes and service search queries. | https://www.edrm.net/glossary/keyword-index-indexing/ |
| Keyword Searching | A common search technique that uses query words ("keywords") and looks for them in ESI, using an index. A keyword search is a basic search technique that involves searching for one or more words within a collection of documents and returns only those documents that contain the search terms entered. The documents returned by the search engine are called the search results. Keywords often form a basic building block for constructing other more complex compound searches. Such compound searches use other search elements such as Boolean logic. | https://www.edrm.net/glossary/keyword-search/ |
| Matter File | The file structure used to keep public records requests organized. | |
| Metadata | Data about data. A hidden set of file properties created by software that describes and gives information about an electronic document. This data can include information such as when the document was created or modified. When you make changes to a record, such as reformatting or forwarding an email, the metadata also changes. | |
| One Drive | OneDrive for Business is a place where you can store files from your computer into the cloud, and access them from any device, or share them with others. As part of Office 365 or SharePoint Server, OneDrive for Business lets you update and share your files from anywhere and work on Office documents with others at the same time. | https://support.office.com/en-us/article/Should-I-save-my-documents-to-OneDrive-for-Business-or-a-team-site-d18d21a0-1f9f-4f6c-ac45-d52afa0a4a2e |
| Prosecuting Attorney's Office (PAO) | The Civil Division provides comprehensive legal services to King County government. This includes assistance on Public Records Act issues. | |
| Preservation | Ensuring that information/ESI is protected against alteration or destruction. | |
| PRP Assessment | Public Records Program Team can consult with you on which tool kit items which would work for your specific request. | |
| Public Records Act (PRA) | The Public Records Act (PRA) requires that all records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions. | http://app.leg.wa.gov/rcw/default.aspx?cite=42.56 |

| TERM | DEFINITION | RESOURCE |
|-------------------------------------|--|--|
| Public Records Officer (PRO) | County staff designated by your department and trained to respond to public records requests | |
| Records Custodian: | An individual in possession of data that is potentially relevant to a request. All County employees (including contractors and volunteers) are responsible for creating records needed to document their work and ensuring that records are properly captured, organized, secured, and retained according to the legal requirements set out in an approved records retention schedule. | |
| Responsive Records: | The records that are produced to the requestor because they were specifically requested or meet the search criteria. | |
| Search Syntax | A particular search language required by a software program. | From <http://www.edrm.net/resources/glossaries/glossary/s/search-syntax> |
| Self Collection | A process where individual custodians identify and copy potentially relevant files for discovery | |
| SharePoint | A SharePoint team site is a place that users can collaborate on files, documents, and ideas. It is set up to facilitate two way communication between team members. SharePoint offers a full range of document libraries, task lists, calendars, workflows, wikis, and other features to help a team communicate and collaborate. | From <https://support.office.com/en-us/article/Should-I-save-my-documents-to-OneDrive-for-Business-or-a-team-site-d18d21a0-1f9f-4f6c-ac45-d52afa0a4a2e> |
| Subject Matter Expert (SME) | A person most knowledgeable about an issue, practice, or process of interest. | |

This form is a general guide to help you navigate and track your adequate records search. Fill out this form as you conduct your search and send to your Public Records Officer when completed.

| | |
|---|---|
| ISS Number: | ISS-XXXXX-XXXXX |
| Records Custodian: | Records Custodian Name |
| Search Conducted By: | Name of Person Conducting the Search |
| Date Search Conducted: | MM/DD/YYYY |
| Total Time Used to Search/Collect Records: | XX Minutes |
| Requestor Name: | Requestor Name |
| Text of Request: | Text of Request |
| Date Ranges: | MM/DD/YYYY - MM/DD/YYYY |
| Suggested search terms/phrases: <i>**Include the quotations</i> | <ul style="list-style-type: none"> • "Search1" • "Search2" • "Search3" |
| Additional Information: | |

Work Profile

| Searched | | Records Located? | | Data Store Location |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| | | Yes | No | |
| N/A | Yes | Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Local Hard Drive |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personal Network Drive |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shared Network Drives (<i>e.g. R: Drive</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Network Drive1: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Network Drive2: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Email (be sure to open any .pst files before conducting search) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - .pst file: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Shared Email Account: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | OneDrive |

| Searched | | Records Located? | | Data Store Location |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| N/A | Yes | Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SharePoint |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Teams sites |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Microsoft Planner sites |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | King County Issued Device(s) (e.g. cell phone, PDAs, tablets, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Device1: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Device2: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paper Files |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Records Center |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Content Manager (formerly <i>Electronic Records Management System (ERMS)</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Peripheral Storage: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - External Hard Drives / USB (thumb drives) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - DVDs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - CDs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Document Management Systems, Databases, and Applications (e.g. <i>CityWorks, Origami, Accela, PeopleSoft, Oracle, etc.</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name of database/application: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Name of database/application: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | King County Social Media Accounts (e.g. <i>Twitter, Facebook, Yammer, etc.</i>): |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Type of social media: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other Computers Worked at: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Computer1: _____ |

Personal Profile

**Only if used for County business - An employee’s communication is within the scope of employment only “when the job requires it, the employer directs it, or it furthers the employer’s interests.” Nissen v. Pierce County, 183 Wash.2d 863 (2015).*

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have you used a personal device, within the scope of your employment*, responsive to the above described request? (e.g. cell phone, tablet, home computer, personal email account, dropbox, etc.) <i>If yes, refer to Mobile and/or Personal Device Search Documentation Form</i> |

Please call your PRO if you have any concerns regarding the records (e.g. attorney-client privileged, HIPAA, safety/security, etc.).

Notes

Matter Information *(This section to be completed by **Public Records Officer**)*

| | |
|-------------------------|--|
| ISS Number: | |
| Requestor: | |
| Text of Request: | |

Employee Information *(This section to be completed by **Employee**)*

| | |
|-----------------------|--|
| Date: | |
| Employee Name: | |
| Department: | |

Please note the following:

**An employee’s communication is within the scope of employment only “when the job requires it, the employer directs it, or it furthers the employer’s interest.” Nissen v. Pierce County, 183 Wash.2d 863 (2015).*

1. Did you send or receive work-related emails, within the scope of your employment*, responsive to the above described request on a **personal email account**?
 - Yes *(If marked yes, please continue to Item No. 2 below)*
 - No
 - I was not able to complete a search due to technical or other issues and need assistance from a Public Records Officer.

2. The responsive messages are located on the following type of **account(s)** *(i.e. Gmail, Hotmail, Yahoo, etc.)*:
 - a. _____
 - b. _____
 - c. _____

3. Did you send or receive work-related texts, within the scope of your employment*, responsive to the above described request on a **personal device** *(i.e. cell phone, tablet, etc.)*?
 - Yes *(If marked yes, please continue to Item No. 4 below)*
 - No
 - I was not able to complete a search due to technical or other issues and need assistance from a Public Records Officer.

4. Did you send or receive work-related texts responsive to the above described request on **a King County-issued device** (i.e. cell phone, tablet, etc.)?
- Yes (If marked yes, please continue to Item No. 5 below)
 - No
 - I was not able to complete a search due to technical or other issues and need assistance from a Public Records Officer.

5. The responsive messages are located on the following type of **device(s)** and device carrier(s):

| | Type of Device(s): <i>(i.e. iPhone, iPad, Samsung Phone, etc.)</i> | Device Carrier(s): <i>(i.e. Sprint, AT&T, etc.)</i> |
|----|--|---|
| a. | | |
| b. | | |
| c. | | |

6. Did you post or receive work-related social media content on **a non-King County social media account**, within the scope of your employment*, responsive to the above described request?
- Yes (If marked yes, please continue to Item No. 7 below)
 - No
 - I was not able to complete a search due to technical or other issues and need assistance from a Public Records Officer.

7. The responsive messages are located on the following type of **social media** (i.e. Facebook, Twitter, Instagram, etc.):

- a. _____
- b. _____
- c. _____

Please note that you may not delete any records responsive to this public records request. Should you have responsive records, public records staff will be in contact with you in the near future. Please note you may be asked to complete further documentation regarding records located on a personal device. Please contact your public records officer or PRA.Requests@kingcounty.gov with any questions.

Matter Information

| | |
|--------------------------------|----------------------------------|
| Property Item #: | Example: 01 |
| Matter Name / Nickname: | First/Last Name of Requestor PRR |
| ISS Number: | ISS- XXXXX-XXXXXX |
| Claims Number: | Claims Number |
| Primary Contact: | Primary Contact Name |

Description of Media *(Use a separate form to track each media item)*

| Description of Item (Model, Serial #, Condition, Marks, Scratches) | Contents of Item (Custodian Information) |
|---|--|
| Example: Black and red 4GB SanDisk USB | Example: George Washington's Personal Network Share; ERMS Hits |

Chain of Custody

| Date / Time | Released by (Agency, Print, Sign) | Received by (Agency, Print, Sign) | Comments / Location |
|-----------------------------------|--------------------------------------|--------------------------------------|---------------------|
| MM/DD/YYYY HH:MM AM/PM | Agency Name First and Last Name | Agency Name First and Last Name | Comments / Location |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Requester information

Note: This form must be signed by the Owner, CEO, General Manager, or a person of equivalent rank.

Organization: _____

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

I declare the following:

1. This declaration is under penalty of perjury and is made in connection with the attached request for King County, Washington, public records.
2. I understand that the records sought by this request ("the records") contain names of individuals and information about those individuals.
3. I understand that Washington State Law, RCW 42.56.070(8) prohibits the use of lists of individuals for commercial purposes.
4. I understand that "commercial purposes" means the person requesting the records intends that the records will be used for any business activity by any form of business enterprise intended to generate revenue or financial benefit.
5. I understand that the use for commercial purposes of the records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.
6. I understand that sections 3, 4 and 5 herein apply when I use the records or copies of same for commercial purposes and that I may be liable for such use.
7. I am the _____ of the requesting organization.
8. The purpose of the requesting organization/company is:

9. I intend to use the records for the following purpose(s):

Therefore, I , _____ declare under penalty of perjury under the laws of the State of Washington that I will not use the records for commercial purposes and that, further, I understand that it is my affirmative duty to prevent others from using records for commercial purposes.

Signed on the _____ day of _____, 20_____,

at: _____
(city and state)

Declarant Signature



Certificate of Acknowledgement

On _____, before me _____
(insert name of Notary)

personally appeared _____, () personally known to me, or () proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to within the instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

Witness my hand and official seal.

Notary NOTARY SEAL

Signature

QUESTIONS
COMMENTS
CONCERNS?
WE WANT TO HEAR ABOUT IT.



CONTACT YOUR PRP TEAM

Rachel Miles
Senior Public Records Act Analyst

Email: Rachel.Miles@KingCounty.gov
Phone: 206-263-2640

Crystal Moua
Senior Public Records Act Analyst

Email: Crystal.Moua@KingCounty.gov
Phone: 206-477-2368

Stephanie Santos
Data Solutions Manager

Email: Stephanie.Santos@KingCounty.gov
Phone: 206-263-7947

Joel Wade
Public Records Act Analyst

Email: Joel.Wade@KingCounty.gov
Phone: 206-263-8153

Public Records Program
Email: PRA.Requests@KingCounty.gov