

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

**AGENDA TITLE:** Discussion and Review of Ordinance No. 742 - Public Records Policy and Procedure

**DEPARTMENT:** City Clerk's Office

**PRESENTED BY:** Jessica Simulcik Smith, City Clerk

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☐ Motion  
                 ☒ Discussion        ☐ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Washington's Public Records Act, Chapter 42.56 RCW (Act), requires public agencies to make public records available for inspection and copying in accordance with the agencies' published rules. The Act was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government.

The City's rules need to be consistent with the Act and must "provide full public access to public records," "protect public records from damage or disorganization," and "prevent excessive interference with other essential functions of the agency." The rules shall also "provide for the fullest assistance" to requestors, and "most timely possible action" on requests.

The City's rules to carry out the intent of the Act were adopted in 1995 by Ordinance No. 47, codified in Chapter 2.35 of the Shoreline Municipal Code (SMC). These rules were last amended in 2006 by Ordinance No. 435 to reflect updated RCW references and to update public disclosure procedures and fee schedules. Since 2006, the Act has been amended several times, the Attorney General (AG) has issued advisory Model Rules for the Act (WAC 44-14), and the City's own procedures have evolved. Therefore, SMC 2.35 should be amended to better align it with the Act, AG Model Rules, and current City practices. Proposed Ordinance No. 742 (Attachment A) provides for this amendment.

**RESOURCE/FINANCIAL IMPACT:**

There is no direct financial impact associated with adopting proposed Ordinance No. 742 and adopting a Public Records Policy.

**RECOMMENDATION**

As this is a discussion item, no formal action is required tonight. Staff recommends Council discuss Ordinance No. 742 and review the draft Public Records Policy.

Approved By:        City Manager **DT**        City Attorney **MK**

## **BACKGROUND**

Washington's Public Records Act, Chapter 42.56 RCW (Act), requires public agencies to make public records available for inspection and copying in accordance with the agency's published rules. The Act was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government. A public record is "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

The City's rules on public records need to be consistent with the Act and "provide full public access to public records," "protect public records from damage or disorganization," and "prevent excessive interference with other essential functions of the agency." The rules shall also "provide for the fullest assistance" to requestors, and "most timely possible action" on requests.

### **City of Shoreline Public Records Rules**

In August 1995, the Shoreline City Council passed Ordinance No. 47, which adopted the City's rules to carry out and implement the Act. The Ordinance is codified as Chapter 2.35 SMC and provides direction on where requests should be submitted, states requirements for copy cost reimbursement, lists exemptions that can be applied, and includes procedures for responding to a request. Ordinance No. 47 also allows the City Manager to issue rules for the implementation of the chapter. To date, no administrative rules have formerly been issued.

SMC 2.35 was last amended in 2006 by Ordinance No. 435 to reflect updated RCW references and to also update procedures and fee schedules. Since 2006, the Act has been amended several times, Attorney General (AG) Model Rules were published (WAC 44-14), and the City's procedures have evolved. Therefore, SMC 2.35 should be amended to better align it with the Act, AG Model Rules, and current City practice.

### **Public Records Request Program Data**

Responding to public records requests is one of the City's essential functions and is the responsibility of every employee. The City Clerk is the City's Public Disclosure Officer for the entire City and is responsible for overseeing the City's compliance with the Act.

All public records requests received by the City are processed in the Clerk's Office and then routed to responding Departments' Records Contacts who acts as a "point person" on requests. Departments are responsible for searching hard-copy and non-email electronic records. The Clerk's Office is responsible for searching archived email correspondence and coordinating the entire request internally and externally.

The Clerk's Office reviews all records for responsiveness and exemptions. Potentially exempt records are forwarded to the City Attorney's Office to make a final determination. The Clerk's Office then performs redactions, produces a withholding log, and works with the requestor to deliver the records and collect applicable fees.

In recent years the number and complexity of records requests, and the number of records responsive to each request, have increased. The table below illustrates that year-over-year increases in the number of requests have been the trend for the last six years. The rate of increase the City experienced in 2015 was the highest, with a 41% increase from the previous year. Since 2009, records requests have increased 223%.

2009	2010	2011	2012	2013	2014	2015
95	132	161	174	179	217	307

In 2015 the City received 307 requests for public records. The Clerk's Office devoted 21% (136 hours) of the total monthly available staff hours towards responding to these requests. It is estimated that each Department Records Contact spent 5% of his/her time responding to requests (about 8 hours per Records Contact per month), and all other employees cumulatively spent around 630 hours over the course of the year. Just over 70% of the 307 requests were fulfilled within 5 business days, the deadline set by the Act for providing an initial response to a requestor.

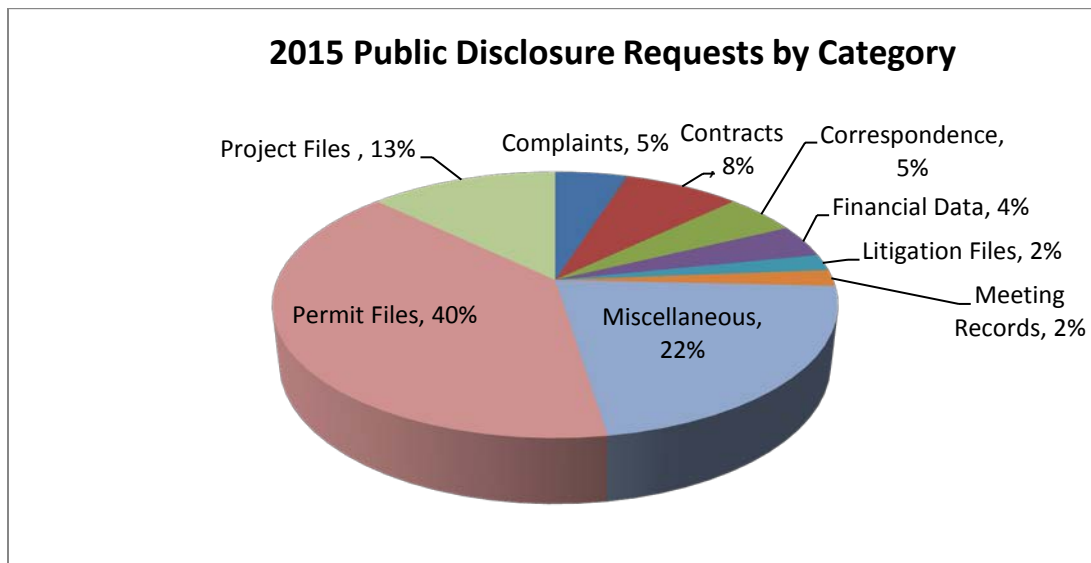
In 2016 the City is on track to match the number of public records requests received in 2015. In the 2016 Budget, Council authorized hiring a Public Disclosure Specialist for 20 hours per week to help process public records requests. This extra-help employee is improving the City's response time on requests and is allowing the City Clerk to re-appropriate time to work on other essential duties that are on the Division's work plan but have been difficult to complete do to the heavy public disclosure volume, such as updating the Public Records Policy and working with the Information Services Division to develop a SharePoint Records Center.

The table below provides a breakdown of 2015 and 2016-to-date requests and the number of days to fulfill them:

# Days to Close Requests	2015	2016 as of 3/22/16
Same Day or Next	17%	12%
2-5 Days	54%	69%
6-20 Days (two to four weeks)	10%	14%
21-60 Days (two to three months)	16%	5%
61-120 Days (four to six months)	2%	-
120+ Days (more than six months)	1%	-
<i>Requests still open and being processed</i>	2	13

Of the two requests received in 2015 that are still open, one has been open 245 days, and the other has been open 68 days. Of the 13 requests received in 2016 that are still open, two are within 21-60 days, three are within 6-20 days, and the remaining eight (8) are within 0-5 days. It should also be noted that all requests that have been open longer than five days are complex requests for a large volume of records, and the requestors are receiving records in installments.

Below is a chart of the categories of public records requests received in 2015:



### **DISCUSSION**

Proposed Ordinance No. 742 proposes to amend the Shoreline Municipal Code to authorize the City Manager to issue administrative rules that are consistent with the intent of the Public Records Act and the AG Model Rules set out in WAC 44-14, describe employees' responsibilities to comply with the Act, allow for a category system to process requests in queues, allow for copy/scanning fees, and provide for statutorily-authorized exemptions from inspection and copying.

To accomplish this, the ordinance takes the City's existing public records policy language out of the SMC and moves it into an Administrative Policy. The Policy will then provide more extensive information to records requestors and City employees about "best practices" for complying with the Public Records Act. Staff recommends that the Policy exist outside of the SMC to allow the City greater flexibility in establishing procedures to process requests and to keep the Policy up-to-date as the City's practices, processes, and technologies change. This also allows for greater flexibility in amending the Policy when the Act is amended at the State level, which may necessitate a local change in our Policy.

Specifically, the draft Public Records Policy (Attachment B) provides for the following:

- an overview of the City of Shoreline structure;
- identification of the Public Records Officer;
- listing of the availability of public records;
- direction to the public on how to make a public records request;
- information and rules for employees on how to process a public records request;
- records request categories (see policy consideration below);
- explanation of how records will be delivered to requestors;
- notification of the fees associated with providing copies of public records;
- explanation of what information is exempt;

- explanation of the mechanisms for review of any denial of public records; and
- listing of the City's procedure on processing requests.

#### Policy Consideration – Request Categories

Staff seeks direction from the City Council on the policy consideration relating to categorizing requests, as opposed to processing requests simply based on a “first received” system. The City receives public record requests ranging from routine to complex (see Attachment C for a list of 2016 requests received to-date). In an effort to provide the timeliest possible action on requests, the draft Public Records Policy has the City place requests into two queues: “Routine” and “Complex.”

Routine Requests are requests for records that are easy to identify and locate, and do not require interdepartmental coordination/response, or review for responsiveness or redaction. Examples of these requests are building permit files, RFPs and Contracts, As-Built drawings, etc.

Complex Requests are broad requests for a large number of records on a particular subject, and commonly ask for “all records relating to...” The requests can be vague, require research and interdepartmental coordination/response, commonly trigger an email archive search, and may contain attorney-client privileged communication or deliberative process exemptions, and require redactions and a withholding log.

Complex requests are processed in a separate queue. The Clerk's Office schedules its resources to be able to work on multiple complex requests at one time, rather than finishing one request before moving on to the next request. This process allows requestors to get records in increments (installments) instead of having to wait a long period of time before the Clerk's Office finishes previous requests prior to starting work on a new one. The requestor can ask to prioritize what records they would like to receive first. When public disclosure workload is heavy, requestors may have to wait longer to receive the first installment because other requests may need to be completed before there is available time to start working on requests lower in the queue.

By processing two categories of requests in separate queues, the City is able to provide the timeliest possible action on routine requests (usually within five business days) without having the request held up in the queue behind a complex request.

In preparing the proposed amendments to SMC 2.35 and the draft Public Records Policy, staff researched other governmental agencies, looking specifically at Shoreline's comparable cities and reached out to MRSC to find out if other jurisdictions have addressed request categories in their ordinance/policy/rules. A matrix of agencies' Public Records rules is found in Attachment D.

Through this review, staff discovered that the following cities categorize requests:

- Bainbridge Island places requests into categories 1 through 4 (increasing in complexity) and establishes time periods for response for each category;
- Kirkland places requests into categories 1 through 5 (increasing in complexity) and establishes time periods for response for each category;

- Pasco places requests into three categories: “immediate”, “routine”, and “complex”, establishes a criteria worksheet to determine whether a request is complex, and then processes complex requests in the order such requests were received; and
- Port Orchard places requests into three categories: “routine”, “large”, and “complex”, and processes requests one at a time in the order they are received.

The Clerk’s Office has been utilizing the queue method (“routine” and “complex”) for the past few years, and based on this experience, the Clerk’s Office believes it allows for the most requests to be processed in the most efficient and timely manner.

#### Resources Devoted to Public Disclosure

The Clerk’s Office provides support to the City Council and the City Manager’s Office, helps the City of Shoreline comply with public records and open public meeting laws, and provides front line customer service to the public. The Clerk’s Office has four Regular Full Time employees providing these services: City Clerk, Deputy City Clerk, Records Coordinator, and an Administrative Assistant II.

Prior to 2015, approximately 13% of the Clerk’s Office total monthly available staff hours (80 hours | 0.5 FTE) were spent processing public records requests. When the number of requests increased in 2015, the City Clerk started delegating more of the work of responding to records requests to multiple staff within the Clerk’s Office, increasing the total time devoted to this work load to 21% (136 hours | .85 FTE) of the total monthly available staff hours. This was the maximum amount of time that could be devoted to public disclosure and allow time to be able to perform other required basic duties in the Clerk’s Office (a full listing of the Clerk’s Office duties can be found in Attachment E). However, at this level of effort, the time for other essential functions was limited and work plan projects have been delayed due to the heavy public disclosure workload. Public records requestors also had to wait several weeks before the Clerk’s Office could even begin processing a request.

To respond to the increase in demand for public records, the City Council authorized 20 hours of extra-help staffing per week in the 2016 Budget to work solely on public disclosure. Having this 0.5 FTE solely devoted to processing requests has improved the City’s response time on requests and has bought more of the City Clerk’s time back to work on other essential duties. It should be noted however that the Public Disclosure Specialist extra-help position is a one-year temporary position. In 2017, Council will need to consider continuing to fund this resource or implementing another solution if public record requests stay at their current volume so that the amount of time needed to perform the other essential duties of the Clerk’s Office is provided.

The other solution that the Clerk’s Office has explored is implementing a time limitation on the amount of resources the City devotes to public disclosure. In preparing the proposed amendments to SMC 2.35 and the draft Public Records Policy, staff researched whether other jurisdictions have addressed resources devoted to public disclosure in their rules. Staff discovered four cities (see Attachment D) that have adopted time limits for responding to public records requests, but anticipates in the

coming years more cities will make a policy choice to limit public disclosure resources or a budget choice to increase them.

While staff considered bringing this policy consideration to Council as part of the draft Public Records Policy, at this time, staff does not feel it is necessary to implement a limit to public disclosure resources. Over the course of this year, staff will continue to monitor the volume of records requests, the level of effort devoted to public disclosure, and the City's response times, and will report back to Council on how the City is managing records requests. This may be accompanied with a recommendation during the 2017 process for continued funding of the half-time Public Disclosure Specialist position, or a recommendation to amend the Public Records Policy to include a limit on public disclosure resources.

### **RESOURCE/FINANCIAL IMPACT**

There is no direct financial impact associated with adopting proposed Ordinance No. 742 and adopting a Public Records Policy.

### **RECOMMENDATION**

As this is a discussion item, no formal action is required tonight. Staff recommends Council discuss Ordinance No. 742 and review the draft Public Records Policy.

### **ATTACHMENTS**

Attachment A – Ordinance No. 742 and Exhibit A  
Attachment B – Draft Public Records Policy  
Attachment C – Log of 2016 Public Records Requests  
Attachment D – Matrix of Other Agencies' Public Records rules  
Attachment E – Listing of City Clerk's Office Essential Functions and Duties

**CITY OF SHORELINE, WASHINGTON**

**ORDINANCE NO. 742**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,  
AMENDING CHAPTER 2.35 PUBLIC RECORDS TO THE SHORELINE  
MUNICIPAL CODE.**

WHEREAS, Washington's Public Records Act, Chapter 42.56 RCW, requires that the City of Shoreline establish reasonable rules and regulations so as to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the City; and

WHEREAS, such rules and regulations are to provide for the fullest assistance to inquiries and the most timely possible action on requests; and

WHEREAS, the City has previously adopted rules and regulations for responding to public records requests, including on August 14, 1995, when the City adopted Ordinance No. 47 which established procedures for the disclosure of public records, codified as SMC Chapter 2.35, and on July 10, 2006, when the City adopted Ordinance No. 435, updating SMC 2.35; and

WHEREAS, the City desires to update SMC 2.35 in order to conform with amendments to the Public Records Act that have occurred since 2006 and to allow for the City Manager to establish and amend, as necessary, a separate Public Records Act Policy that is consistent with the intent of the Public Records Act, sets forth the procedures for the processing of public records request and allows the City greater flexibility in processing requests so as to better respond to such requests;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,  
WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment - SMC Chapter 2.35.** SMC Chapter 2.35 is amended as provided in Exhibit A.

**Section 2. Severability.** If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

**Section 3. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.



**PASSED BY THE CITY COUNCIL ON APRIL 18, 2016**

\_\_\_\_\_  
Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik-Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2016

Effective Date: \_\_\_\_\_, 2016

**Chapter 2.35**

**PUBLIC RECORDS**

Sections:

- 2.35.010 ~~Relationship to Public Records Act.~~ Authority and purpose.
- 2.35.020 ~~Disclosure.~~ Scope of rules authorized.
- 2.35.030 ~~Definitions.~~ Records Index.
- 2.35.040 ~~Maintenance.~~ Employee responsibility.
- 2.35.050 ~~Exemptions.~~ Categories of requests.
- 2.35.060 ~~Procedure for inspection or copying.~~
- 2.35.0760 Reimbursement for copying costs.
- 2.35.0870 ~~Decision on requests~~ Procedure for review of decision. Exemptions.
- 2.35.090 ~~Disclosure prohibited by other statutes.~~
- 2.35.100 ~~Administrative rules.~~

**2.35.010 ~~Relationship to Public Records Act.~~ Authority and purpose.**

A. The Washington State Public Records Act (Act), Chapter 42.56 RCW, requires the City of Shoreline (City) to make available for inspection and copying public records in accordance with the City's published rules. The Act defines "public record" as any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" regardless of physical form or characteristics.

B. The City Manager is authorized to establish a Public Records Act Policy to adopt reasonable rules, consistent with the intent of the Act and the Model Rules in WAC 44-14, that provide the public full access to public records with fullest assistance and most timely response, while protecting public records from damage and disorganization, preventing excessive interference with other essential functions of the City, and withholding certain public records from disclosure subject to various legal exemptions.

~~This chapter constitutes the city's rules and regulations to carry out and implement the Public Records Act, Chapter 42.56 RCW. Except as provided in this chapter, Chapter 42.56 RCW shall apply to disclosure of all city public records. [Ord. 435 § 1, 2006; Ord. 47 § 1, 1995]~~

**2.35.020 ~~Disclosure.~~ Scope of rules authorized.**

As required by the Act, the City has separately established a Public Records Act Policy (Policy) establishing reasonable rules for requesting public records and responding to requests for public records. The Policy will contain:

A. An agency description, the designation of a public records officer (officer), the officer's contact information, the hours and location for inspection of public records and the officer's responsibilities under the Public Records Act;

B. The procedure for making, responding to, inspecting and copying records requests; protecting records from damage or disorganization; preventing excess interference with Shoreline's other essential functions; protecting the rights of others; providing "fullest assistance" to requestors and timely action on public records requests.

C. The Policy is posted on the City's website at [www.shorelinewa.gov/pdr](http://www.shorelinewa.gov/pdr).

~~Unless exempt from disclosure under this chapter, public records shall be available for inspection and copying in accordance with this chapter. [Ord. 47 § 2, 1995]~~

**2.35.030 — Definitions. Records Index.**

A. The Act requires the City to maintain and make available a current index of certain public records. However, the Act also provides that if maintaining such an index would be unduly burdensome, or would interfere with government operation, a City need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

B. All substantive and procedural rules of general applicability, including but not limited to ordinances and resolutions of the city council, minutes of the regular meetings of the city council, and statements of general policy, and all public contracts, deeds, easements and leases shall be indexed and maintained in the City Clerk's Office for the use of the City and of the general public. The following Indices are also available on the City of Shoreline website, on the City Clerk's page:

1. Final opinions
2. City policies
3. Planning policies and goals and interim and final planning decisions
4. Staff reports and City Council Minutes from 2000 – present

The Indices for the following are not published as to do so would be unduly burdensome:

1. Factual staff studies, factual consultant reports and studies, scientific reports and studies and other factual information derived from tests, studies, reports or surveys.
2. Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of the state government, or of any private party.

Pursuant to RCW 42.56.070 (4)(a) the records in subpart B are not maintained because the City has eight departments and each department produces its own factual and scientific reports and studies and their own consultants' reports and studies. Each department also manages its own regulatory/supervisory/enforcement correspondence. Creating an index of reports and studies and of reports and studies and of regulatory/supervisory/enforcement correspondence and maintaining the indices would take an inordinate amount of agency time, interfering with agency day-to-day operations.

~~A. "Public record" means any writing, maps or drawings containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the city regardless of physical form or characteristics.~~

~~B. "Public records officer" means the city clerk or designee.~~

~~C. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion pictures, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. [Ord. 435 § 2, 2006; Ord. 47 § 3, 1995]~~

**2.35.040 Maintenance. Employee responsibility.**

A. All City employees are responsible for assisting in identifying responsive records and facilitating thorough collection of records.

B. The City will comply with the training requirements in the Open Government Training Act RCW 42.56.150 and RCW 42.56.152.

~~A. All substantive and procedural rules of general applicability, including but not limited to ordinances and resolutions of the city council, minutes of the regular meetings of the city council, and statements of general policy, and all public contracts, deeds, easements and leases shall be indexed and maintained in the office of the city clerk for the use of the city and of the general public.~~

~~B. All other records of the city relating to the specific function or responsibility of a particular city department shall be maintained for the use of the department and the general public in the office of the department. The department shall maintain and make available for public inspection and copying a current index providing identifying information as to the following records:~~

- ~~1. Final opinions and orders made in the adjudication of cases;~~
- ~~2. Statements of policy and interpretations of policy which have been adopted by the city;~~
- ~~3. Administrative staff manuals and instructions to staff that affect a member of the public;~~
- ~~4. Planning policies and goals, and interim and final planning decisions;~~
- ~~5. Factual staff reports and studies, factual consultants' reports and studies, scientific reports and studies and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others;~~
- ~~6. Correspondence, and materials referred to therein, by and with the city relating to any regulatory, supervisory, or enforcement responsibilities of the city, whereby the city determines, opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party; and~~

~~7. The job classification, pay and tenure of employees hired by the city shall be public information. In addition, unless exempt from disclosure pursuant to RCW 42.56.230 and 42.56.050, records pertaining to an employee's: (a) prior employment history including names of employers, titles or job classifications, and duties and responsibilities; (b) education including names of institutions, dates attended, and degrees obtained; and (c) occupational licensing shall be public information. [Ord. 435 § 2, 2006; Ord. 49 § 1, 1995; Ord. 47 § 4, 1995]~~

**2.35.050 Exemptions. Categories of requests and standard response time.**

A. When the City receives a public record requests it will be categorized according to its scope, the volume of public records being requested, the effort necessary to conduct an adequate search, and the need for redacting exempt information.

B. The City must make public records available promptly when requested under the Act. If records cannot be made available within five business days, the Act requires a written response to the requestor. The City may acknowledge receipt and provide a reasonable estimate of the time necessary to make the record available. The Policy shall establish estimates for standard response periods for each records request category.

~~All records listed in Chapter 42.56 RCW, as amended, are exempt from public inspection, including but not limited to:~~

- ~~1. Personal information in files maintained for employees, appointees, or elected officials, to the extent that disclosure would violate their right to privacy, as defined in RCW 42.56.050.~~
- ~~2. Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would be prohibited to such persons by RCW 82.32.330 or violate the taxpayer's right to privacy, as defined in RCW 42.56.050, or result in unfair competitive disadvantage to the taxpayer.~~
- ~~3. Specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy, as defined in RCW 42.56.050.~~
- ~~4. Credit card numbers, debit card numbers, electronic check numbers, card expiration dates or bank or other financial account numbers except when disclosure is expressly required by or governed by other law.~~
- ~~5. Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the public disclosure commission, if disclosure would endanger any person's life, physical safety, or property; provided, that if at the time a complaint is filed the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern.~~
- ~~6. Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.~~

- ~~7. Except as provided by Chapter 8.26 RCW, the contents of real estate appraisals made for or by any agency including the city relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.~~
- ~~8. Valuable formulae, designs, drawings, and research data obtained by the city within five years of the request for disclosure when disclosure would produce private gain and public loss.~~
- ~~9. Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the city in connection with any city action.~~
- ~~10. Records which are relevant to a controversy to which the city is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.~~
- ~~11. Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.~~
- ~~12. Financial and commercial information and records supplied by businesses during application for loans or program services provided by Chapters 43.160, 43.163, 43.168 and 43.330 RCW.~~
- ~~13. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.~~
- ~~14. The residential addresses and residential telephone numbers of employees or volunteers of the city which are held by the city in personnel records, employment or volunteer rosters, or mailing lists of employees or volunteers.~~
- ~~15. The residential addresses and residential telephone numbers of the customers of a city utility contained in the records or lists held by the city utility of which they are customers.~~
- ~~16. Client records maintained by the city under any domestic violence program as defined in RCW 70.123.020 or 70.123.075 or rape crisis center as defined in RCW 70.125.030.~~
- ~~17. Information that identifies a person who, while a city employee:~~
  - ~~a. Seeks advice, under an informal process established by the city, in order to ascertain his or her rights in connection with a possible unfair practice under Chapter 49.60 RCW against the person; and~~
  - ~~b. Requests that his or her identity or any identifying information not be disclosed.~~
- ~~18. License applications under RCW 9.41.070.~~
- ~~19. Information revealing the identity of child victims of sexual assault who are under age 18. Identifying information means the child victim's name, address, location, photograph, and in~~

~~eases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator.~~

~~20. A law enforcement authority may not request inspection or copying of records of any person, which belong to a city electrical utility, unless the authority provides the city electrical utility with a written statement in which the authority states that it suspects that the particular person to whom the records pertain has committed a crime and the authority has a reasonable belief that the records could determine or help determine whether the suspicion might be true.~~

~~21. Names, residential addresses, residential telephone numbers, and other individually identifiable records held by an agency in relation to a vanpool, carpool, or other ride-sharing program; however, these records may be disclosed to other persons who apply for ride-matching services and who need that information in order to identify potential riders or drivers with whom to share rides.~~

~~22. Financial information, including but not limited to account numbers and values, and other identification numbers supplied by or on behalf of a person, firm, corporation, limited liability company, partnership, or other entity related to an application for a liquor license, gambling license, or lottery retail license.~~

~~23. Attorney-client privileged communications under RCW 5.60.060.~~

~~24. Abstracts of driving records under RCW 46.52.130(2).~~

~~25. Any other record which is exempt from disclosure under any state law.~~

~~B. The exemptions from public disclosure set forth in this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interests, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.~~

~~C. Inspection or copying of any specific records exempt under this section may be permitted if the King County superior court finds, after a hearing with notice thereof to every person interested and to the city, that the exemption of such records is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.~~

~~D. Nothing in this section shall affect a positive duty of the city to disclose or a positive duty to withhold information, which duty to disclose or withhold is contained in any other law. [Ord. 435 § 3, 2006; Ord. 47 § 5, 1995]~~

**~~2.35.060—Procedure for inspection or copying—~~**

~~A. Persons wishing to inspect or copy city records shall first make such request to the public records officer or the city department which maintains the requested records. If the requester does not know which department maintains the records, the request shall be made to the public records officer. All assistance necessary to help the requester locate the particular record shall be provided promptly either by the public records officer or by the particular department maintaining the~~

~~records. The provision of such assistance shall not unreasonably disrupt the normal operations of the public records officer, the department, or the assisting employee.~~

~~B. The public records officer or other city employee shall not distinguish among persons requesting records. Persons requesting records shall not be required to provide information as to the purpose for the request, except to establish whether the inspection or copying would violate RCW 42.56.070 or other statute or ordinance which exempts or prohibits disclosure of specific information or records to certain persons. [Ord. 435 § 4, 2006; Ord. 47 § 6, 1995]~~

**2.35.0760 Reimbursement for copying costs.**

A. A requestor may obtain paper copies or electronic scans of public records under RCW 42.56.120; the City will charge for these according to the Public Records Fee Schedule adopted in SMC 3.01.220.

~~Copies of written records, maps, photographs including slides, audio tape recordings, video tape recordings and digital recordings shall be provided by the city upon request and payment of the actual cost of reproducing the same, which cost shall be established by city council ordinance.~~

~~B. Labor and mailing costs shall be included in the cost of reproduction. The costs of reproduction provided for by resolution shall include, but not be limited to, the following records: street maps, zoning maps, zoning codes, ordinances, public meeting minutes, resolutions, verbatim transcripts, deeds, contracts, and other records of the character contemplated in SMC 2.35.010.~~

~~C. Where the request is for a certified copy, there shall be an additional charge in the amount established by city council ordinance to cover the additional expense and time required for certification.~~

~~D. The public records officer or a department may provide copies of city records at no charge to individuals or government agencies doing business with the city, if the public records officer or department determines such action is in the best interests of the city. [Ord. 435 § 5, 2006; Ord. 47 § 7, 1995]~~

**2.35.0870 Decision on requests — Procedure for review of decision. Exemptions.**

A. The Act provides that a number of documents and information are exempt from public inspection and copying. These exemptions are found in RCW 42.56.210 through RCW 42.56.480. In addition to exemptions found in RCW 42.56, other statutes outside of the Act may prohibit disclosure of specific information or records.

~~A. Upon receiving an oral or written request to inspect or copy a public record, the public records officer or the department shall grant the request unless the public records officer or department determines that the record requested may be exempt from disclosure in whole or in part, or if the record is not immediately available, in which case the public records officer or department shall request that the customer complete a written request for public records form. The public records officer shall document a request in writing when a customer declines to fill out the request form.~~

~~B. A department shall immediately deliver a request for public records to the public records officer.~~



~~C. Upon receiving a request for records, the public records officer shall determine whether the requested record is exempt by law from inspection and copying in whole or in part. Within five business days of the date of receipt by the city of the written request for a record, the public records officer shall:~~

- ~~1. Provide the record; or~~
- ~~2. Acknowledge that the city has received the request and provide a reasonable estimate of the time the city will require to respond to the request; or~~
- ~~3. Deny the public record request.~~

~~Additional time to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt. If a public records request is unclear, the public records officer may ask the requester to clarify what information the requester is seeking. If the requester fails to clarify the request, the city need not respond to the request.~~

~~D. If the public records officer determines that the document is exempt in part but can be made available after deletion of exempt portions, or after deletion of portions which would violate personal privacy or vital governmental interests, the request shall be granted; provided, that such exempt portions shall first be deleted. If the public records officer determines to deny the request, in whole or in part, a written statement of the specific reasons for the denial shall be provided to the requester.~~

~~E. A decision by the public records officer denying inspection shall be reviewed by the city attorney. Such review shall be deemed complete at the end of the second business day following the denial of inspection and shall constitute final city action for the purposes of judicial review. The requester shall be notified by mail of the decision to grant or deny the request. [Ord. 435 § 6, 2006; Ord. 47 § 8, 1995]~~

**~~2.35.090 — Disclosure prohibited by other statutes.~~**

~~The city shall not be required by this chapter to permit public inspection and copying of any record to the extent public disclosure of the record is prohibited, restricted or limited by any state or federal statute or regulation including, but not limited to, Chapter 10.97 RCW, the Washington State Criminal Records Privacy Act, Chapter 13.50 RCW, relating to release of records by juvenile justice or care agencies, or Chapter 46.52 RCW, relating to accident reports and abandoned vehicles. [Ord. 47 § 9, 1995]~~

**~~2.35.100 — Administrative rules.~~**

~~The city manager may issue rules for the implementation of this chapter. [Ord. 47 § 10, 1995]~~

Shoreline Policy and Procedure  
**Public Records Act Policy**

<b>Category and Number:</b> Records Management - xxx	<b>Receiving Number:</b>
<b>Code and statutory authority:</b> RCW 42.56, WAC 44-14, SMC 2.35	<b>Authorized:</b> Effective Date: <i>Month Day, Year</i>
<b>Supersedes:</b> 5557, 5967	By: City Clerk's Office City Attorney's Office

## 1.0 AUTHORITY AND PURPOSE

- 1.1 Authority.** The Washington State Public Records Act (Act), Chapter 42.56 RCW, and Chapter 2.35 SMC, requires the City of Shoreline (City) to make available for inspection and copying public records in accordance with the City's published rules.
- 1.2 Purpose of Public Records Act.** The purpose of the Act is to provide the public access to records that contain information concerning the conduct of government, mindful of individual's privacy rights and the desirability of the efficient administration of government.
- 1.3 Purpose of Policy.** The purpose of this Policy is to adopt and enforce reasonable rules, consistent with the intent of the Act and the Model Rules in WAC 44-14, that provide the public full access to public records with fullest assistance and most timely response, while protecting public records from damage and disorganization, preventing excessive interference with other essential functions of the City, and withholding certain public records from disclosure subject to various legal exemptions. This Policy provides information and establishes a process for persons wishing to request public records, and for City employees responding to requests.
- 1.4 Disclaimer of Liability.** Except where these guidelines reflect a statutory mandate, the guidelines in this policy are discretionary and advisory only and shall not impose any affirmative duty on the City. The City reserves the right to apply and interpret this Policy as it sees fit, and to revise or change the Policy at any time. Failure to comply with any provision of this Policy shall not result in any liability imposed upon the City other than that required in the Act.

## 2.0 DEFINITIONS

- 2.1 "Public Record"** means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."<sup>1</sup>

<sup>1</sup> RCW 42.56.010(3)

- 2.2 “Writing”** means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”<sup>2</sup>
- 2.3 “Identifiable Record”** means a record in existence at the time the records request is received and one that a City employee can reasonably locate.
- 2.4 “Exempt Record”** means records or portions of records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56, or other statutes.
- 2.5 “Employee”** means City Councilmember, Advisory Boardmember, City Manager, Department Directors, and all other staff.
- 2.6 “Public Records Officer” (PRO)** is the employee responsible as serving as a "point of contact" for members of the public seeking public records.
- 2.7 “Records Contact”** is an employee designated by a Department to lend leadership, support, and assistance to the Public Records Officer.

### **3.0 AGENCY DESCRIPTION AND CONTACT INFORMATION**

- 3.1 Agency Description.** The City of Shoreline is a municipal corporation organized as a code city pursuant to [Chapter 35A.13 RCW](#) with a Council-Manager form of government. The City’s services include, but are not limited to, community services, customer response and code enforcement, planning and community development, parks, recreation, and cultural services, public safety and public works.

City Hall is located at:  
17500 Midvale Avenue North  
Shoreline, WA 98133

- 3.2 Designated Public Records Officer (PRO).** The City Manager has designated the City Clerk as the Public Records Officer. Any person wishing to make a request for public records, or to seek information on how to make a request, should follow this Policy and contact the Public Records Officer to submit a request or to obtain assistance:

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<sup>2</sup> RCW 42.56.010(4)

City Clerk  
City of Shoreline  
17500 Midvale Avenue North  
Shoreline, WA 98133  
Email: [pdr@shorelinewa.gov](mailto:pdr@shorelinewa.gov)  
Phone: (206) 801-2700  
Fax: (206) 546-1524

Information on how to make a public records request is also posted on the City's website: <http://www.shorelinewa.gov/pdr>.

- 3.3 Police Records.** The City of Shoreline is responsible for providing law enforcement within its jurisdiction and contracts with the King County Sheriff's Office to provide these services. Any person wishing to make a request for Police records, or seek information on how to make a request, should contact the King County Sheriff's Office Public Records Officer to submit a request or to obtain assistance:

King County Sheriff's Office Records Unit  
Email: [kcsodisclosure@kingcounty.gov](mailto:kcsodisclosure@kingcounty.gov)  
Phone: (206) 263-2626

Information on how to make a public records request is also posted on the King County Sheriff's website:  
<http://www.kingcounty.gov/safety/sheriff/Services/PublicDisclosure.aspx>

#### **4.0 AVAILABILITY OF PUBLIC RECORDS**

- 4.1 Public records available online.** Many public records are available on the City's website at [www.shorelinewa.gov](http://www.shorelinewa.gov). Requestors are encouraged to view document here prior to submitting a public records request.
- 4.2 Hours for inspection.** Public records are available for inspection or copying by appointment during normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m., excluding legal holidays. Inspection of records should occur in the City Clerk's Office.
- 4.3 Organization and retention of public records.** The City maintains its records in the City Clerk's Office and within each City Department in a reasonably organized manner in accordance with the Washington State Records Retention Schedules.
- 4.4 Records Index.** Pursuant to RCW 42.56.070 the following indices are available on the City of Shoreline website, on the City Clerk's page:
1. Final opinions
  2. City policies
  3. Planning policies and goals and interim and final planning decisions
  4. Staff reports and City Council Minutes from 2000 – present

The Indices for the following are not published as to do so would be unduly burdensome:

1. Factual staff studies, factual consultant reports and studies, scientific reports and studies and other factual information derived from tests, studies, reports or surveys.
2. Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of the state government, or of any private party.

Pursuant to RCW 42.56.070 (4)(a) the records in subpart B are not maintained because the City has eight departments and each department produces its own factual and scientific reports and studies and their own consultants' reports and studies. Each department also manages its own regulatory/supervisory/enforcement correspondence. Creating an index of reports and studies and of reports and studies and of regulatory/supervisory/enforcement correspondence and maintaining the indices would take an inordinate amount of agency time, interfering with agency day-to-day operations.

## **5.0 MAKING A PUBLIC RECORDS REQUEST**

- 5.1 **Reasonable notice.** A requestor must give the City reasonable notice that a request is being made pursuant to the Act.
- 5.2 **Request for identifiable records.** A requestor must request an “identifiable record” or class of “identifiable records” in order for the City to respond. When a requestor uses the phrase “all records relating to”, the PRO/designee will interpret the request to be for records which directly and fairly address the topic, and not for all the records that contain the topic.
- 5.3 **Where to submit request.** Any person making a public records request should make the request in writing through the City Clerk’s Office.
- 5.4 **Request Form.** A Public Records Request Form is available in the City Clerk’s Office and from the City’s website: [www.shorelinewa.gov/pdr](http://www.shorelinewa.gov/pdr). Requestors are asked to use this Form when making a request. Directions on where to send the Form are located on the Form.
- 5.5 **Submitting a request.** Public records requests may be accepted in the City Clerk’s Office through the following channels:
  1. In person;
  2. Email sent to [pdr@shorelinewa.gov](mailto:pdr@shorelinewa.gov);
  3. USPS Mail, or other mail delivery services;
  4. Over the phone; or
  5. Via fax sent to (206) 546-1524.

Requestors should utilize the Form provided by the City (see 5.4), or at the minimum include the following information:

1. Name of requestor.
2. Identification of the public records being sought after - so the City has the ability to perform an adequate search.
3. Indication of a preference for record inspection or to purchase photocopies or scans of records; and preferred method of delivery.
4. Method by which the PRO/designee should contact the requestor.

Requests sent over email to [pdr@shorelinewa.gov](mailto:pdr@shorelinewa.gov) during normal business hours will be considered received on the date the email was sent. If the email is sent outside of normal business hours, or on a holiday or weekend, the request will be considered received the next business day.

Requests sent through the USPS or other mail delivery services will be considered received the day the request is delivered to City Hall, and not the day the envelope was postmarked.

Requests taken over the phone will only be accepted by the PRO/designee. The PRO/designee will then confirm the request in writing which will be deemed the request, unless the requestor responds with an amendment to it.

Requests for public records that are made directly to Departments shall be delivered to the PRO immediately upon receipt for coordinated processing.

**5.6 Consequences of PRO failing to respond.** If the PRO/designee does not respond in writing within five (5) business days of receipt of the request, the requestor should consider contacting the PRO/designee to determine the reason for the failure to respond.

**5.7 Disclosure of request purpose.** The City will require the requestor to disclose the purpose of their request in two instances:

1. If the request is for a list of individuals, the City may ask the requestor if he/she intends to use the records for a commercial purpose.
2. The City may seek information sufficient to allow it to determine if another statute prohibits disclosure.

**5.8 Request only for records existing at time of request.** The City will only provide records that existed on the date the request was submitted. If a public record is created or comes into the City's possession after the request has been submitted, it will not be provided. A requestor must make a new public records request to obtain subsequently created public records.

## **6.0 PROCESSING A PUBLIC RECORDS REQUEST**

- 6.1 Providing Fulllest Assistance.** This Policy identifies how the City will “provide fullest assistance” to the requestor and the “most timely possible action” on his/her request, and “prevent excessive interference with other essential functions of the agency”.

All assistance necessary to help requestors locate particular responsive records shall be provided by the PRO/designee, provided that giving of such assistance does not unreasonably disrupt the daily operations of the City Clerk’s Office or other duties of any assisting employee(s) in other City departments.

- 6.2 No distinguishing requestors.** The City may not distinguish requestors or ask for the purpose of the request unless necessary to determine if an exemption applies or whether a list of individuals is being requested for commercial purposes.

- 6.3 Order for processing requests.** The PRO/designee will process requests in the order allowing the most requests to be processed in the most efficient manner. Multiple requests will be processed at the same time.

- 6.4 Acknowledging receipt of requests.** Within five (5) business days of receipt of the request, not including the day the request was received, the City will do one or more of the following:

1. Make the records available for inspection or copying;
2. Provide a reasonable estimate of the time it will take to make the record(s) available in whole or in part through installments (see 6.5);
3. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone and the PRO/designee may revise the estimate of when records will be available; or
4. Deny the request.

- 6.5 Reasonable estimate of time to fully respond.** If not able to fulfil the request within the five business-day period, the PRO/designee will provide a reasonable estimate of the time it will take to fully respond to the request and the basis for the need. The reasonable estimate of time will be based on such things as: needing to clarify the scope of the request, locating and assembling the records, consulting with the City Attorney about whether the records are exempt from disclosure, redacting exempt information, preparing a withholding index, and notifying third party persons or agencies affected by the request. This estimate of time may also include a preliminary schedule of installments if necessary.

- 6.6 Categorizing requests.** The City receives public record requests ranging from routine to complex. In an effort to provide the most timely possible action on requests, the City will place requests into the following two queues:

1. **Routine Requests:** requests for records that are easy to identify and locate, and do not require interdepartmental coordination/response, or review for responsiveness or redaction.
2. **Complex Requests:** broad requests for a large number of records on a particular subject, that can be vague, commonly trigger an email archive search, require interdepartmental coordination/response, and may contain attorney-client privileged communication or deliberative process exemptions, and require redactions and a withholding log.

After a request is initially placed in a category, it can be re-categorized in response to discovering new information that was not taken into account at the start.

**6.7 Standard response time.**

1. Routine requests are processed as they come in with a turnaround time of 5-days or more if needed;
2. Complex requests are placed in a queue and processed generally in the order they are received. The PRO/designee processes several of these requests at one time and generally delivers records in installments. These requests take several weeks to several months to fully respond to.

**6.8 Managing the complex request queue.** The City uses the following factors to determine a reasonable estimate of the time it will require to fully respond to a complex request:

1. the scope of the request;
2. the number of records that need to be searched to find responsive records to a request;
3. the number and complexity of other complex records requests in the queue;
4. the workload and time estimates of processing the other complex requests in the queue;
5. the amount of time before the Clerk's Office has availability to start working on a request;
6. the amount of time the Clerk's Office has available weekly to work on a request;
7. the number of records that potentially contain exemptions; and
8. the current workload of other City work;

**6.9 Multiple complex requests from one requestor.** In an effort to provide every member of the public the most timely possible action to his/her public records request, the City reserves the right to place multiple complex requests from one requestor into its own queue. Should there be multiple requests by the same requestor, the request that was first received will be processed first and the other requests will be started after the previous request is complete.

**6.10 Protecting rights of others (injunction).** In the event the requested records contain information that may affect rights of others, the PRO/designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure.



Such notice should be given to make it possible for those other persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

- 6.11 No Duty to create records or provide information.** The City is not obligated to create a new record to satisfy a records request or to provide information (i.e. answering a list of questions) that would answer a records request.
- 6.12 Completion of requests.** When the all requested records have been made available and all requested copies are provided, the PRO/designee will indicate that the City has completed a thorough search for the requested records and made any located nonexempt records available, and the City considers the request closed.
- 6.13 Closing withdrawn or abandoned requests.** When the requestor either withdraws the request or abandons it by failing to fulfill his/her obligations to provide clarification, inspect the records, or pay the deposit or final payment for the requested copies within thirty (30) calendar days of being notified, the PRO/designee will stop searching for the remaining records, close the request, and notify the requestor in writing that his/her request has been closed.
- 6.14 Later discovered documents.** If, after the City has informed the requestor that it has provided all available records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

## **7.0 DELIVERY OF PUBLIC RECORDS**

- 7.1 Inspection of records.** Requestors may inspect public records in the Clerk's Office free of charge. No members of the public may remove a document from the viewing area or disassemble or alter any documents. City employees may be present during the inspection of records. The requestor shall indicate which documents he/she wishes to have copied by flagging the page/document with a non-permanent method, such as a removable adhesive note.
- 7.2 Copies of records.** The City will make copies of public records if requested. If the requestor is inspecting hard-copies, he/she shall flag pages that they wish to have copied. The PRO/designee will either make copies at that time or arrange a later time. If the requestor asks for copies of records prior to inspecting the public record, the PRO/designee will make copies and send an invoice. In both instances, fees for copies (paper or scanned) will need to be paid in full prior to delivering the copies.
- 7.3 Delivery of electronic records.** The City delivers electronic records free of charge via its FTP (File Transfer Protocol) site. Electronic records will only be emailed if there are five (5) or less responsive records being delivered to the requestor. Electronic records can also be copied onto a CD/DVD/USB Drive for a fee.

- 7.4 Use of City copy facility.** RCW 42.56.080 states agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. The City asserts there is an unreasonable disruption in allowing the public to use City copying facilities based on the following factors: 1) the facilities are not within public areas and limited to employee use, 2) employees would not be able to use the facilities while they were in use by the public, 3) the facilities do not have USB ports nor are capable of sending scanned documents to an outside email address. Therefore, all copies of records must still be processed by City employees.
- 7.5 Providing records in installments.** When the request is for a large number of records, the PRO/designee will provide access for inspection and copying in installments, if it is reasonably determined that it would be practical to provide the records in that way.
- 7.6 Fees due before delivery of all records.** If there is a copying fee due at the time a request is complete or an installment is ready, the fee must be paid prior to releasing all records.
- 7.7 30 Days to claim records.** The requestor must claim or review the assembled records within thirty (30) calendar days of the City's notification that they are available for inspection or copying. The City will put this notification in writing and will indicate that the requestor should contact the City to make arrangements to claim or review the records. If the requestor or his/her representative fails to claim the records within (30) calendar days or make other arrangements, the City will close the request and refile the assembled records. The requestor can make a new request for the same records, but the new request will be placed at the end of the queue.

## **8.0 COST OF PROVIDING COPIES OF PUBLIC RECORDS**

- 8.1 Costs for copies.** A requestor may obtain paper copies or electronic scans of public records under RCW 42.56.120; the City will charge for these according to the Public Records Fee Schedule adopted in SMC 3.01.220. The City will not charge sales tax when it makes copies of public records. The PRO keeps a statement of the factors and the manner used to determine copying fees.
- 8.2 Cost for electronic records.** There is no charge for copies of electronic records if they were already available electronically; however if the City needs to make a record electronic by scanning it, there is a copying fee.
- 8.3 Costs of mailing.** The City may charge actual costs of postage, including the cost of the shipping container.
- 8.4 Deposits.** The PRO/designee shall require a deposit of ten percent (10%) of the estimated costs of copying all the records selected by the requestor when the estimated costs are \$50 or more. The PRO/designee will also require the payment of the remainder of the copying costs before providing all the records or installment of

records.

**8.5 Payment.** Payment is required before the City releases all the records to the requestor. Payment should be sent to the City Clerk's Office by cash, or check made payable to the City of Shoreline. If fees are not paid within thirty (30) days after the City provides notice of availability of records, the City is not obligated to fulfill the balance of the request and will close the request.

**8.6 Use of outside vendor.** The City is not required to copy/scan records at its own facilities, and can send a project to a commercial copying/scanning center and bill the requestor for the amount charged by the vendor. The City can arrange to have the requestor pay the vendor directly.

## **9.0 EXEMPTIONS**

**9.1 Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If the City believes that a record is exempt and should be withheld, the PRO/designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. This explanation should be sufficient to enable the requestor to make a threshold determination of whether the claimed exemption is proper. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the PRO/designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

**9.2 Exemptions within the Act.** The Act provides that a number of documents and information are exempt from public inspection and copying. These exemptions are found in [RCW 42.56.210 through RCW 42.56.480](#).

**9.3 Exemptions outside the Act.** In addition to exemptions found in RCW 42.56, other statutes outside of the Act may prohibit disclosure of specific information or records. Requestors should be aware of exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City for inspection and copying. A list of these Exemptions can be found in Chapter 5 of the MRSC Public Records Act Handbook available here: <http://mrsc.org/Home/Explore-Topics/Legal/Open-Government/Public-Records-Act.aspx>

## **10.0 MECHANISM FOR REVIEW OF DENIALS OF PUBLIC RECORDS**

**10.1 Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the PRO for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the PRO or designee denying the request.

**10.2 Consideration of petition for review.** The PRO shall promptly provide the petition and any other relevant information to the City Attorney's Office, who will immediately consider the petition and either affirm or reverse the denial within two (2) business days following the receipt of the petition, or within such other time as the City and the requestor mutually agree to.

**10.3 Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

## **11.0 TRAINING**

**11.1** The City will comply with the training requirements in the Open Government Training Act, RCW 42.56.150 and RCW 42.56.152.

## **12.0 PROCEDURES**

### **12.1 Responsibility.**

- 1. Public Records Officer:** The City's PRO is responsible for overseeing the City's compliance with the Act and City Policy, and may delegate the processing of public records requests to other City employees (designee) as needed. The PRO is responsible for accepting public disclosure requests, facilitating the City's response process, communicating with requestors, establishing protocols for searching for records, developing and providing training, and developing and maintaining resources for Records Contacts.
- 2. City Attorney:** The City Attorney's Office shall provide legal advice to the PRO/designee when requested, make the final determination on certain exemptions, and provide a timely written response to a written request for explanation of a partial or full redaction of a public record(s).
- 3. Departments.** Departments are responsible for designating a Records Contact(s), establishing protocols for processing requests in the absence of the designated Records Contact, and ensuring Records Contacts and employees are trained on the Act and City Policy.
- 4. Records Contacts:** Record Contacts act as a "point person" on public records requests for his/her Department, assist employees in identifying sources of responsive records maintained in the Department and collecting them, keeps track of timelines, provides information to the PRO on estimates of time, and coordinates the Department's response.
- 5. City Employees.** Every employee is responsible for searching for non-email records that are responsive to a public records request and forwarding them to his/her Records Contact, providing guidance on what keyword search terms should be used to perform an adequate email search, saving all public records in accordance with the State's record retention schedule (whether the record is created on a city computer or otherwise), and maintaining all public records in their original format.

**12.2 Public Records Request Response Process - Processing a Request.**

1. Public records requests shall be submitted to the City Clerk's Office using one of the methods described under 5.5.
2. The PRO/designee date stamps, categorizes, and enters into the Public Records Requests Log all requests.
3. The PRO/designee emails all requests out to the group of Records Contacts.
4. The PRO/designee will work with Records Contacts to obtain records or to ascertain the reasonable amount of time necessary to respond to the request.
5. Records Contacts will work with employees to identify sources of responsive records maintained in the Department, assist in collecting records, and coordinate the Department's response.
6. Records Contacts will forward all responsive records (exempt and nonexempt) to the PRO/designee.
7. The PRO/designee consults Records Contacts/employees to determine keyword terms for searches of the email archives when necessary.
8. The PRO/designee will send any third party notices if necessary.
9. Within five (5) business days the PRO/designee will acknowledge the request as described in 6.4.
10. The PRO/designee will search the email archives for responsive records.
11. The PRO/designee reviews all records for exemptions and forwards potentially exempt records to the City Attorney's Office for a final determination.
12. The PRO/designee makes redactions and produces a withholding log.
13. The PRO/designee works with the requestor to deliver the records and collect fees if applicable.
14. The PRO/designee closes the request after records have been inspected or copied; or if thirty (30) calendar days have past since notifying requestor that records are available for inspection or to pay for copies; or a requestor has not responded to City's request for clarification within thirty (30) calendar days of asking for it.
15. The PRO/designee will forward petitions (for a review of a denial) to the City Attorney's Office.
16. The City Attorney's Office will immediately consider the petition and either affirm or reverse the denial within two business days following the receipt of the petition, or within such other time as the City and the requestor mutually agree to.

Request Number	Name	Customer Request	Date Received	Status
PD-16-001	P Cat	I would like to request any and all documents you can provide for UBI 603038927 The name of the corp is Washington State Cannabis Group Inc. We would like a copy of Business License Application of Filing for Alt Health THC. We filed for a business license back in 2010 or 2011 so the file is probably in archive.	1/4/2016	CLOSED
PD-16-002	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for reroofs) (\$50,000 min for cell tower upgrade) (Solar panels and swimming pools at any value) issued December 18, 2015 - December 31, 2015	1/4/2016	CLOSED
PD-16-003	Kristine Marzolf	I wish to obtain public records of the filed complaint, and complaintant regarding incident #59025 with respect to ordinance violations in the City of Shoreline Municiple Code requiring 1) All vehicles stored or parked onsite to have current registration tabs and be legally operational on city streets 2) All vehicles stored onsite to be parked on an approved impervious surface (i.e. gravel, asphalt or concrete)	1/6/2016	CLOSED
PD-16-004	Will Ibershof	I am requesting copies of the proposals submitted for the City's solid waste RFP process. This would include the complete proposal as well as the pricing forms. Electronic copies would be preferred.	1/6/2016	CLOSED
PD-16-005	Anne Block	Margaret King's phone records (from April 10 to July 1, 2015). [Request received over the phone]	1/8/2016	CLOSED
PD-16-006	Alea Carr	I am writing on behalf of the Washington Association of Criminal Defense Lawyers to request copies of the following public records pursuant to the Washington Public Records Act, RCW 42.56. For the purposes of this request written material includes any records whether in electronic or hard copy form of any other formant. The term "Brady" refers to the United States Supreme Court case, Brady v. Maryland, which requires prosecutors and police officers to disclose evidence that impeaches the credibility of any state witness, including police officers. Examples of impeachment evidence include false testimony, misrepresentations made in court documents, false police reports and internal police disciplinary proceedings. WACDL requests the following documents: 1. Any "Brady list" kept and maintained by your office. This includes any documents, memorandum, or correspondence containing a list of government employees (law enforcement, crime lab, and others) identified as "Brady material." WACDL specifically requests the name of the government employee, position held, department, date of discipline or incident causing need for Brady disclosure, and the sanction or discipline imposed. 2. Any documents indicating whether your office has a specific committee or work group tasked with collecting and maintaining Brady material. If so, WACDL requests the names of those on the committee or work group. 3. Any and all policy and procedures on how your office is complying with the disclosure obligations set forth in -- and progeny. 4. Any and all Brady disclosures to defense counsel in 2015.	1/8/2016	CLOSED
PD-16-007	Stephen Bell	Would like electronic copies of all records (any format) of the 2 recent incidents related to 350 NW 201st Pl. Shoreline, WA 98177	1/11/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-008	Michelle Yeh	Any permit applications or pre-applications for the vacant property at 14925 Aurora Ave N. (Parcel #282710-0005) and/or 14915/14927 Aurora Ave N (Parcel #282710-0010) specifically for a multi-family development. 1. File #201434 - Preapplication (per Brian Lee in Planning) 2. Permit #107939 - Site Development/Construction permit + SEPA (per Permit Search online)	1/11/2016	CLOSED
PD-16-009	Steve Gillespie, Foster Pepper	All documents related to <b>Hidden Lake</b> , including, but not limited to, correspondence with other agencies and with consultants; internal communications; creation of the current facilities (including the dam, the sediment forebay, and any other related facilities) by King County; King County's obligation to maintain the Hidden Lake facilities; transfer of the facilities from King County to the City of Shoreline; relevant City, state, or federal permits and permit applications; public comments; and any document related to the maintenance of the sediment forebay, dam removal, or creek restoration. I prefer electronic copies of documents and am happy to work with staff to facilitate timely production of documents.	1/12/2016	OPEN
PD-16-010	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 2016 CIPP stormwater pipe repair. (electronic form via downloadable file(s) or, if they cannot be downloadable, at our site where they can be uploaded. The records can be emailed to me at <a href="mailto:atsera.mattson@djc.com">atsera.mattson@djc.com</a> or, if they are too large for email, please submit via our ftp site: <a href="https://djc.brickftp.com">https://djc.brickftp.com</a> )	1/13/2016	CLOSED
PD-16-011	Chris Panian	Berry Dunn and ZCo Proposals for RFP 8397 Financial and Human Resources Software Requirements Development and Vendor Selection Support - Due December 21, 2015.	1/15/2016	CLOSED
PD-16-012	Tom McCormick	Could you please send me a copy of the latest draft of the largely-completed TCS study?  Note regarding public records: If, pursuant to the MOU entered into between the City and BSRE, either BSRE and/or its consultant prepared a draft study, and showed it or other materials to anyone at the City without leaving behind a copy for the City to retain, the draft study is nonetheless considered a public record subject to disclosure, and the City must require BSRE and/or its consultant to return the draft study to the City for public records processing. See the Washington State Attorney General's Office 2015 Open Government Resource Manual, including the cited cases at page 6 (Oct. 1, 2015).	1/15/2016	CLOSED
PD-16-013	Paul Silva	copies of Building Permits of \$5,000 valuation and up (\$20,000 min for reroofs) (\$50,000 min for cell tower upgrades) (Solar panels and swimming pools at any value) issued January 4, 2016 through January 15, 2016.	1/19/2016	CLOSED
PD-16-014	Gerry Gibson	Requesting all records relating to this address: 720 N 201st St, Shoreline, Wa 98133	1/20/2016	CLOSED
PD-16-015	Ted Winskill	Tenant Improvement/Space plans for 20121 Aurora Ave N, #B (Northern Suite).	1/20/2016	CLOSED
PD-16-016	Jack Malek	I'm requesting plans for the property located at: 20407 25th Ave NW, Shoreline 98177... Parcel ID 0226039369 It Contour Building that's doing the project.	1/20/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-017	Anne Block	<p>Pursuant to RCW 42.56, please provide the following records in native format with metadata ( See O'Neil v Shoreline) in the following order:</p> <p>All emails that relate in any way to Cary Coblantz for the following months:</p> <ol style="list-style-type: none"> <li>1. April 2015</li> <li>2. May 2015</li> <li>3. June 2015</li> </ol>	1/21/2016	CLOSED
PD-16-018	Anne Block	<p>Pursuant to RCW 42.56, please provide the following records in native format with metadata ( See O'Neil v Shoreline) in the following order:</p> <p>All emails that relate in any way to Darcy Forsell for the following months:</p> <ol style="list-style-type: none"> <li>1. April 2015</li> <li>2. May 2015</li> <li>3. June 2015</li> <li>4. July 2015</li> <li>5. August 2015</li> <li>6. September 2015</li> </ol>	1/21/2016	WITHDRAWN
PD-16-019	Anne Block	<p>Pursuant to RCW 42.56, please provide the following records in native format with metadata ( See O'Neil v Shoreline) in the following order:</p> <ol style="list-style-type: none"> <li>1. King's paycheck ( or direct deposit slips)</li> <li>2. King's employee application ( or resume)</li> <li>3. Any letters of recommendation in support of King's employment with Shoreline</li> <li>4. King's Travel records</li> <li>5. King's outlook calendars</li> <li>6. King's text messages on any phone she sued</li> </ol> <p>All emails for the following months:</p> <ol style="list-style-type: none"> <li>7. April 2015</li> <li>8. May 2015</li> <li>9. June 2015</li> <li>10. July 2015</li> <li>11. August 2015</li> <li>12. September 2015</li> </ol>	1/21/2016	WITHDRAWN
PD-16-020	Anne Block	<p>Pursuant to RCW 42.56, please provide the following records in native format with metadata ( See O'Neil v Shoreline) in the following order:</p> <p>All emails sent or received by Jessica Simulcik Smith for the following months:</p> <ol style="list-style-type: none"> <li>1. April 2015</li> <li>2. May 2015</li> <li>3. June 2015</li> <li>4. July 2015</li> <li>5. August 2015</li> <li>6. September 2015</li> </ol>	1/21/2016	WITHDRAWN
PD-16-021	David Hong	We would like the bid result and copies of the RFP's for "RFP 7845 - Computerized Parks and Recreation System (PRS) Rebid (12/30/2014)"	1/21/2016	CLOSED



Request Number	Name	Customer Request	Date Received	Status
PD-16-022	Elizabeth Anne Padula	Please forward information pertaining to the date the light posts/street lights were installed on 155th Street between Aurora/Highway 99 and Westminster (north side of 155th).	1/21/2016	ABANDONED
PD-16-023	Sean Damon	I live in the building located at 18902 8th Ave NW in Shoreline and I wanted to know who I can reach out to in order to request drawings for my building. I'm particular interested in the MEP drawings for my building. Would someone in your office be the person to handle this request? Thank you.	1/25/2016	CLOSED
PD-16-024	Eve Riley	I would like as-built drawings for utilities within Aurora Ave N., specifically between N 165th St. and N 167th St.	1/27/2016	CLOSED
PD-16-025	Christine Contreras	I need the original Notice of Decision and report for AT&T for parcel # 4182604-9013. Address - 15700 Dayton Ave N.	1/27/2016	CLOSED
PD-16-026	Anne Block	Pursuant to RCW 42.56, please provide the Gold Bar Reporters with all records that pertain to Mary Marsh, Mary Block, and/ or Mary Campaign. Limit your search from April 1, 2015 to June 30, 2015.	1/27/2016	CLOSED
PD-16-027	Jay Anderson	Utility As-Built information (sewer, storm, water) Tax Lot: #222730082; 2227300091 Address: 1120 & 1126 N 199th St; 1135 N 200th St	1/29/2016	CLOSED
PD-16-028	Donald Wittenberger	Copy of work order and any other documentation of street shoulder restoration work performed at 109 NW 185th St. in January 2016.	1/29/2016	CLOSED
PD-16-029	Tom McCormick	Here is my recurring records request for the time period January 1, 2016 through January 23, 2016. Please send me ALL PUBLIC RECORDS that relate directly or indirectly to: — the site known as Point Wells, — the proposed development by BSRE of Point Wells as an Urban Center under Snohomish County's development code, — existing and future access roads to Point Wells including possible tolling of such roads, including traffic studies or data that may relate to Point Wells, — possible impacts of the proposed development on service providers, the City of Shoreline, the Town of Woodway, Snohomish County, the transportation system, and the environment, and how those impacts might be mitigated, — possible annexation of Point Wells by the City of Shoreline and/or the Town of Woodway, including any related dealings with Snohomish County Tomorrow, — any ILAs or proposed ILAs between Snohomish County, the City of Shoreline and/or the Town of Woodway or discussions about ILAs or annexation generally as may relate to Point Wells, — the area known as the Upper Bluff, located east of and adjacent to Point Wells; the Upper bluff is owned by Point Wells LCC (unrelated to BSRE, the owner of Point Wells), — Point Wells-related services by all outside law firms (including but not limited to the Kenyon Disend firm and the Foster Pepper firm), by DKS Associates, and other advisors or contractors, including all invoices, records of payment, correspondence, reports, studies, etc. EXTRA ITEM: In regards to the last item listed above, please also include records for the time period October 1, 2015 through December 31, 2015.	1/25/2016	CLOSED

# 2016 Public Record Requests as of 3-22-16

## Attachment C

Request Number	Name	Customer Request	Date Received	Status
PD-16-030	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued January 16, 2016 through January 30, 2016.	2/1/2016	CLOSED
PD-16-031	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 2016 Hazardous Tree Removal	2/1/2016	CLOSED
PD-16-032	Dee N Obee Jr.	All further actions or notifications concerning SR#58882 Post Jan 15, 2016.	2/3/2016	WITHDRAWN
PD-16-033	Rich Nolan (Cedar Grove)	Can you send me the waste reports for November and December?	2/3/2016	CLOSED
PD-16-034	Jill Brady	I want to find out what new businesses have applied to do business in shoreline for the last 3 months	1/27/2016	CLOSED
PD-16-035	Jennifer Grant	This request is for the plans and related documents on file for Permit No. 119962 that address the topic of the number and location of required parking stalls for the proposed social club. Please email a pdf of the documents, if possible, to the above email address. Otherwise, I would like the records mailed.	2/4/2016	CLOSED
PD-16-036	Nicolette Jones	All plan approval records for 121059 and 117901	2/5/2016	ABANDONED
PD-16-037	Brooke McCurdy	As per RCW 42.56.010 I request access to and electronic copies of any documentation on file for structure located at 19332 Richmond Beach Dr. NW Shoreline, WA 98177 #727810094001 including but not limited to permits, complaints, inspections, correspondence, internal memos, meeting minutes, field notes, reports and the like, dating back to city incorporation.	2/5/2016	CLOSED
PD-16-038	Vincent L'Hirondelle	This is a request to receive all submitted bid information provided by all vendors involved in the RFP 8120 results for the City of Shoreline's Parks & Recreation Program Guide for Graphics, Printing and Mail-Prep services. This RFP 8120 went out in mid-April 2015 (RFP due May 8). This information can also be emailed to me.	2/9/2016	CLOSED
PD-16-039	Donald Wittenberger	Pre -Application File #202053 (Project Location: 123 NW 185th St.)	2/9/2016	CLOSED
PD-16-040	Donald Wittenberger	All emails, including internal staff emails, related to the pending development application for 123 NW 185th St. If there are none, the response "none" will satisfy this request.	2/9/2016	CLOSED
PD-16-041	Jeff Cowan	all documents regarding house at 20215 15th Ave NW, Unit B, Shoreline, Wa 98177. Please note: this is for one of the six houses at this address: Unit B only. Please include permits and permit applications. I would like to review the records in the City Clerk's Office.	2/10/2016	CLOSED
PD-16-042	Vincent L'Hirondelle	This is a request to receive the last two invoices for Printing and Mail-Prep services from Consolidated press for the City of Shoreline's Parks & Recreation Program Guide. This information can be mailed to me.	2/11/2016	CLOSED
PD-16-043	Vincent L'Hirondelle	This is a request to receive all submitted bid information provided by Consolidated Press which was involved in the RFP 8375 results for the City of Shoreline's Currents publication, for Printing and Mail-Prep services. This RFP 8375 went out in Dec. 2015. This information can also be emailed to me.	2/11/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-044	Idel Perez	I was interested on getting as-built drawings and information about my property from the city. I was particularly interested on identifying the location of underground sewage pipes (Onsite Sewage System). But since I am making this effort already, I might as well get everything that is available for me like structural drawings for example. My address is: 2116 N 190th St Shoreline, WA 98133 Parcel Number: 0162500015	2/12/2016	CLOSED
PD-16-045	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued January 31, 2016 through February 15, 2016.	2/16/2016	CLOSED
PD-16-046	John Ellis	Last awarded contract & scope (2015) for the City of Shoreline Right of Way Maintenance Contract. Email PDF file would be preferred.	2/16/2016	CLOSED
PD-16-047	Don Wittenberger	Would like to review files for Permit: #123916, 123917, 123918, 123947.	2/16/2016	CLOSED
PD-16-048	Travis Maurer	Original Certificate of occupancy and any outstanding building code violations for 16357 Aurora Ave N., Shoreline, WA	2/18/2016	CLOSED
PD-16-049	Tom McCormick	recurring records request for the time period January 24, 2016 through February 18, 2016. ALL PUBLIC RECORDS that relate directly or indirectly to: — the site known as Point Wells, — the proposed development by BSRE of Point Wells as an Urban Center under Snohomish County's development code, — existing and future access roads to Point Wells including possible tolling of such roads, including traffic studies or data that may relate to Point Wells, — possible impacts of the proposed development on service providers, the City of Shoreline, the Town of Woodway, Snohomish County, the transportation system, and the environment, and how those impacts might be mitigated, — possible annexation of Point Wells by the City of Shoreline and/or the Town of Woodway, including any related dealings with Snohomish County Tomorrow, — any ILAs or proposed ILAs between Snohomish County, the City of Shoreline and/or the Town of Woodway or discussions about ILAs or annexation generally as may relate to Point Wells, — the area known as the Upper Bluff, located east of and adjacent to Point Wells; the Upper bluff is owned by Point Wells LCC (unrelated to BSRE, the owner of Point Wells). — Point Wells-related services by all outside consultants, advisors and contractors, including all invoices, records of payment, correspondence, reports, studies, etc.	2/18/2016	OPEN
PD-16-050	Kari Piecuch	Can you please send the list of single family homes with an active code violation?	2/22/2016	CLOSED
PD-16-051	Sera Mattson	I would like to acquire bid documents, plans & specifications for the following public works project: 10th Ave NW Bridge (No. 167C) Repairs	2/22/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-052	David Wu	I would like to review drawing file or permit file for this house: 2137 North 186th Street, Shoreline, WA 98133 or Permit #112183. Please contact me when this file is available so I can see which copy I need.	2/22/2016	CLOSED
PD-16-053	Rik Jones	Would like to review short plat #201704 (2005 NE Perkins Way) approx - 2008	2/22/2016	CLOSED
PD-16-054	Will Ibershof	Please provide the pricing results of the best and final with respect to the solid waste RPF, due 2/17/16 In addition, I am requesting all supporting documentation on how th scoring was determined for the 20%. The 20% related to the customer service, operations approach, and references. In addition a list of which cities were contacted and any surveys or field notes that were completed by the selection committee. Finally, the results of the interviews that were conducted by the selection committee of the three haulers that submitted a proposal.	2/22/2016	CLOSED
PD-16-055	Marvin Lee	would like the address of parcels meeting this criteria: -Lot sixe .25 acre or larger -Lot dimensions width 90' or larger, length 90' or larger -Age of home on property 1990 or older -location west of Aurora Please email electronic records.	2/23/2016	CLOSED
PD-16-056	Janet Way	We would like to request a link or attachment to the Full Wetlands Reconnaissance report done for the Addendum to the 145th Subarea EIS. Likewise, I would like to request the technical data that was used for the Geotech report discussed at the last Planning Commission meeting.	2/23/2016	CLOSED
PD-16-057	Kim Johannessen	I would like to receive all records of any underground or above ground heating oil tanks at the property located at 15222 Densmore Ave N. Shoreline, WA 98133.	2/26/2016	CLOSED
PD-16-058	Jeff Otterson	I am looking for as-built storm, sewer and water plans of Aurora Ave. N. between the intersections of N. 195th St. and N. 192nd St. I would like a disk made available that I could pick up.	2/26/2016	CLOSED
PD-16-059	Andrew McIntosh	concerning 20149 21St Ave NW, Shoreline 1) Copy of a staff inspection report (memos and notes as well) concerning a stop work order issued for work at the property in late February, 2016 , after a change of ownership. 2) Copies of all emails and or records of letters, notes, records of phone conversation regarding a proposed renovation on the property and the building of a second home on the currently undeveloped lot behind the home that fronts on 21st PPlace NW. This includes city records and records from the developer or his or her representative. 3) Records concerning any variances granted by the city on redevelopment projects in Richmond Beach, in so far as it concerns the frontage facing the street and neighbors. I am oncerned with any variances issued since 2005. 4) Copy of building permit applications, including all records attached to them, filed by the new owned of the home at 20149 21St Ave NW, Shoreline, to a) renovate the existing home b) build a new home on the vacant lot immediately behind it. 5) A copy of the lot plans for the two lots showing any water lines or other easements on the vacant lot.	2/29/2016	OPEN

Request Number	Name	Customer Request	Date Received	Status
PD-16-060	Taylor Roberts	<p>Antea Group is conducting a Phase I Environmental Site Assessment for the following property in your jurisdiction:</p> <p>Commercial Property King County Parcel No. 616390-0761, 616390-0760, 616390-0751 17563, 17565, 17567, 17703, 17705 15th Avenue NE, Shoreline, WA 98155 These three parcels make up 1.27 acres of land that is located on the western side of 15th Ave NE. The nearest cross street is Northeast 177th Street. Any assistance you can provide would be greatly appreciated.</p> <p>We are additionally looking for information pertaining bordering properties at King County Parcel No. 616390-0740 and 402410-0180 17721 15th Avenue NE, Shoreline, WA 98155 and 17704 15th Avenue NE, Shoreline, WA 98155, respectively.</p> <p>Antea Group requests copies of records pertaining to fire incident or investigation reports, past or present underground storage tanks, hazardous materials, or industrial waste discharge permits issued to the property.</p> <p>Specifically:</p> <ol style="list-style-type: none"> <li>1. Do you have records of the storage of petroleum products or hazardous materials at the site, including, but not limited to, underground storage tanks?</li> <li>2. Do you have records of any spills or releases of petroleum products or hazardous materials at the site?</li> <li>3. Are you aware of any regional environmental concerns that could affect the soil and/or</li> </ol>	3/2/2016	OPEN
PD-16-061	Tom McCormick	Could you please email me the current city-maintained list of interested parties for the proposed Point Wells development — all the folks to be sent notices from the City about stuff like the Transportation Corridor Study, annexation, the Point Wells subarea plan, etc.	3/3/2016	CLOSED
PD-16-062	Donald Wittenberger	see attachment below for complete request: (permits, plans, emails, report, records , pdrs regarding 123 NW 185th)	3/3/2016	CLOSED
PD-16-063	Janet Hammes	<ol style="list-style-type: none"> <li>1. Permit for roof 2010 by Associated Roofing for address 19428 Aurora Ave. Shoreline, WA work was done at (Echo Cove Condominium)</li> <li>2. Permit #124124 - tree removal and all records of customer response pertaining to.</li> <li>3. all permits for the past 2 years for work at Echo Cove Condominium 19428 Aurora Ave N &amp; 19414 Aurora Ave N.</li> </ol>	3/3/2016	CLOSED
PD-16-064	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades)(solar panels and swimming pools at any value) issued February 16, 2016 through March 4, 2016.	3/7/2016	CLOSED
PD-16-065	Michael Romano	I would like to review the file for the project titled "Lein Webber Project", PFN124095, located at 19542 Echo Lake Place. Specifically, I want to review the Critical Areas Study and Stormwater Technical Information Report relevant to the approval of placement of proposed storm water discharge facilities within the wetland buffer.	3/7/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-066	Hiromi Nakamura	Copy of construction permits for Mother in law house at 19209 15th Ave NE, Shoreline, WA 98155. Will review in Clerk's office.	3/7/2016	OPEN
PD-16-067	Dace Campbell	Hello. I am a resident of Shoreline, and I am seeking a copy of all complaints (if any) filed against/regarding the following three properties in Shoreline: <ul style="list-style-type: none"> <li>• 16904 14th Ave NW (my home address)</li> <li>• 16900 14th Ave NW (my neighbor's address)</li> <li>• 16720 15th Ave NW (my neighbor's address)</li> </ul> As part of that request, I am seeking the source of the complaint(s), where available, and any records related to resolution of the complaint(s). I look forward to receiving this information at your earliest convenience. If it is available via electronic/PDF, please email it to this address. If it is only available via paper/hardcopy, please advise where/when I may pick up.	3/8/2016	CLOSED
PD-16-068	Anne Block	Pursuant to RCW 42.56, please provide a copy of all email communication sent or received by Margaret King. Please limit your search from April 1, 2015, to Present, in the following order (1) April 2015 (2) May 2015; (3) June 2015; (4) July 2015; (5) August 2015; (6) January 2016; (7) February 2016; (8) Sept 2015; (9) Oct 2015; (10) Dec 2015; (11) March 2016; and then (12) Nov 2015.	3/9/2016	OPEN
PD-16-069	Ed Anderson	I'm with Mead Gilman Land Surveyors. We need the Asbuilt drawings for permit number 117954. Our site is 17547 15th Ave NE. We would like copies of the water, sewer and storm drainage asbuilts for the project at 17538 12th Ave NE. 11" by 17" will be fine.	3/9/2016	CLOSED
PD-16-070	Mitch Johnson	Would like information on a pre-app on lot 7417700490 King Co. Thank you.	3/14/2016	OPEN
PD-16-071	Carmelo Laviste	copy of plans of a house built in 1998. 19711 Whitman Ave N, Shoreline, WA 98133 Permit#1998000023	3/14/2016	CLOSED
PD-16-072	Dania Reeber	I am emailing you to request copies of the proposals, presentations, and any scoring information/tabulation sheets that were submitted for RFQ #8390 ADA Transition Plan for Rights-of-Way.	3/16/2016	CLOSED
PD-16-073	Rhonda Chancellor	RE: Ref #91948-1 18336 Aurora Avenue North & 1133 North 185th Street Public Records Request We need copies of Certificates of Occupancy and a copy of the Site plan if they are available	3/17/2016	OPEN
PD-16-074	Stacy Brebner	I am a curious neighbor inquiring what, if anything, is going on with the house at 18043 Burke Ave North, Shoreline, WA. It was sold in November of 2015 and flipped. At the end of February it appeared to go on the market -- there was a sign as well as an online listing -- but shortly thereafter both the sign and online listing was removed. We, I am writing on behalf of a few neighbors, have seen City of Shoreline vehicles at the home and we are wondering what is happening with the home. Thank you for any information you can provide.	3/17/2016	OPEN
PD-16-075	David J. Wilde	Date: 1/1/2015 - current date. Code violations - all open in Shoreline. Single family and residential ultifamily 2 - 4 units. Code violations: distressed, derelict, over grown grass, vacant, etc.	3/17/2016	CLOSED

Request Number	Name	Customer Request	Date Received	Status
PD-16-076	Suzanne Fletcher, Bock& Clark Corporation	<p>Subject Property: 15711 Aurora Ave N (Sears and Sears Auto Center Only) Aurora, WA - Parcel: 1826049014</p> <p>we are seeking the following information:</p> <ul style="list-style-type: none"> <li>Any Variances, Special Permits, Conditions, etc: Please note the existence of these items as they relate to the subject property and supply documentation, if available.</li> <li>Code Violations: Please note whether or not there are currently any open/outstanding zoning, building or fire code violations of record that apply to the subject property</li> <li>Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate copies.</li> <li>Approved Site Plan and/or Conditions of Approval, if applicable: Please supply available documents, particularly if the subject property is located in a Planned Development.</li> </ul>	3/18/2016	OPEN
PD-16-077	Paul Silva	Copies of Building Permits of \$5,000 valuation and up (\$20,000 min for re-roofs)(\$50,000 min for cell tower upgrades) issued March 5, 2016 through March 19, 2016.	3/21/2016	OPEN
PD-16-078	Lucinda Young	<p>copies of Permit #201098, digital copies preferred.</p> <p>address: 15551 Greenwood Ave N, 98133</p> <p>Copy of Shortplat/survey.</p>	3/22/2016	OPEN
PD-16-079	Lucas Roth	Pre-app File (including meeting notes) for parcel number 6885900055.	3/22/2016	OPEN

Matrix of other Agencies' Public Records rules						
Jurisdiction	Year Adopted/ Last Updated	Comparable City	Categories	Staff Resources	Administrative Rules/Policy	Interesting or unique approach to PRA Rules
Bainbridge	2015	No	Yes	No	Yes	Places requests into Categories 1-4 with target timeframes to respond.
Bellevue	2007	Yes	No	No	Yes	
Bothell	2012	Yes	No	No	Yes	Oral requests are not accepted. Primary means of transmitting 5-day response to the requestor is by USPS regular mail and email is the secondary means of transmitting correspondence. PRO will work with the requestor to determine most appropriate method for providing electronic copies. It will not be assumed that the requestor has Internet access, even if the request is submitted via email or an email address is provided on the request form. Any person who objects to the denial of a public records request may petition in writing to the PRO for a review of that decision prior to the end of the fifth business day following the denial.
Burien	2009	Yes	No	No	No	Municipal Code allows city manager to issue rules for the implementation of the chapter.
Edmonds	2007	Yes	No	No	No	Rules in Municipal Code. Police handle their own requests. Edmonds has 1 FTE dedicated to process public disclosure requests.
Everett		Yes				
Gold Bar	2015/2011	No	No	Yes		Telephone requests are not accepted due to the potential for misunderstandings. Resolution 15-01 limits the available time to process requests to an average of 8 hours per month in order to avoid excessive interference with essential services of the City.
Ilwaco	2016 Pending	No	No	Yes	Pending	Time restricted to 22 hours per month. City population less than 1,000 with 2.5 administrative staff, including City Clerk.
Issaquah	2009	No	No	No	No	IMC gives City permission to, at its discretion, follow the Model Rules. The Mayor, upon recommendation of the City Clerk, may issue additional administrative procedures.
Kenmore	2012	Yes	No	No	No	Rules are in Municipal Code
Kent	2015	No	No	No	Yes	Council Resolution 4155 convert the City's public records rules from code to policy to allow for more timely revision in response to changes in the law.
Kirkland	2013	Yes	Yes	Yes	Yes	Use PRR tracking software. Ordinance: 10 hours per month for staff whose primary duties does not include PDR. Rules: requests placed into Categories 1-5 with target timeframes to respond.
Lynnwood	2005	Yes	No	No	Yes	
Marysville		Yes				
Monroe	2006	No	No	No	Yes	Oral requests are not valid.
Olympia	2015	No	No	No	No	
Pasco	2013	No	Yes	No	Yes	Rules adopted by Resolution. Categorized as "Immediate", "Routine", and "Complex". Complex processed separately with other complex requests in order received. Use evaluation worksheet to determine complex request. Appeal process for categorizing.
Port Orchard	2014	No	Yes	Yes	No	Police handle their own requests. PW and DCD accept and process routine requests. Complex requests go to Clerks. Section 6.10 Public records requests are an essential function of the City Clerk's office. The City finds it reasonable to dedicate no more than twenty (20) percent of the department's time responding to public records requests. Multiple requests from same requestor are worked on one before the other.
Redmond	2015	Yes	No	No	Yes	Rules are in Policy and Procedure. Departments accept and process public records requests. Multiple requests by the same requestor - staff will ask to prioritize.
Renton	2015	Yes	No	No	Yes	Rules are in Policy & Procedure. Public Records Performance Report due to Council no later than January 31.
Sammamish	2011	Yes	No	No	No	Rules in Municipal Code. Use PRR tracking software.
Seattle		Yes			Yes	Each Department has own policy.
Snohomish Co	2015	No	No	No	Yes	SCC 2.51 and Policy. Policy is reviewed annually. Use PDR tracking system. Annual report to Council. Requires employees to track time spent on public disclosure and # pages disclosed. Use of Email delivery based on number of records requested. Email size limit, requests that exceed it will be put on CD/DVD.



**Listing of the City Clerk's Office Essential Functions and Duties**

- Attend City Council meetings, prepare meeting notices, publish agenda packets, and write minutes.
- Coordinate City Council proclamation process.
- Provide City Hall reception and answer the City's main phone line: 801-2700.
- Process public records requests.
- Intake, tender, and track claims and lawsuits.
- Provide administrative staffing of hearings for the City's Hearing Examiner.
- Manage City business licensing and regulatory business licensing programs.
- Process liquor and cannabis licensing reviews.
- Issue King County pet licenses.
- Distribute City mail and maintain postage machine.
- Maintain Clerk's Office material on the City's website.
- Maintain internal tracking systems for legislative documents, contracts, interlocal agreements, bonds, property records, policies and procedures, and other essential City records.
- Coordinate codification of the Shoreline Municipal Code.
- Maintain electronic information management systems.
- Oversee Citywide standards for electronic information and propose policy changes as needed to reflect changes in technology.
- Supervise operation of the records center and destruction and transfer of public records.
- Oversee microfilming of essential public records.
- Acceptance of City bids and RFPs.
- Provide notary services for City business.
- Update the lobby television and the City's cable channel.
- Advise and train staff on records retention and public disclosure requirements.