

# PIERCE TRANSIT PUBLIC RECORDS ACT RULES

**Introduction and Policy.** Pierce County Public Transportation Benefit Area Corporation (“Pierce Transit” or “the Agency”) is a public agency subject to the requirements of the Public Records Act, RCW 42.17.250/42.56.040 through 42.17.348/42.56.904 (“Act”). On July 25, 2014, the Pierce Transit Chief Executive Officer approved these Pierce Transit Public Records Act Rules (“Rules”) and directed Agency staff to implement, enforce and revise the Rules as necessary and further designated the Clerk of the Board as the Agency’s Public Records Officer.

The overall goal of these Rules is to establish a culture of cooperation between public records requestors and Pierce Transit and to increase transparency and compliance with the Act by Pierce Transit. These Rules provide the approach (or, in some cases, alternate approaches) to processing public records requests.

## I. THE PUBLIC RECORDS ACT AND PIERCE TRANSIT’S RULES AND PROCEDURES

- (1) RCW 42.17.260(1)/42.56.070(1) requires the Agency to make available for inspection and copying non-exempt “public records” in accordance with published rules. The Act defines “public record” to include any “writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained” by the Agency. The Act is not limited to written records and includes all documents, including but not limited to paper records, electronic records, emails, photographs, recordings, etc. Only records exempt by law will be withheld from disclosure.
- (2) These Rules provide information to persons wishing to request access to the public records of Pierce Transit and establish processes for both requestors and Pierce Transit staff that are designed to best assist members of the public in obtaining such access.
- (3) The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of the efficient administration of government. The Act and these Rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, Pierce Transit will be guided by the provisions of the Act describing its purposes and interpretation.

- (4) RCW 42.17.260(2)/42.56.070(2) requires each agency to set forth “for informational purposes” every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency. In addition to the exemptions from disclosure under the Act, the Pierce Transit Public Records Officer shall maintain and publish an informational list that will be made available to any requestor of frequently-cited laws or rules that limit or prohibit the disclosure of records. This list may be amended from time to time by the Public Records Officer. Failure to include a law or rule on this list shall not constitute a waiver of the right to rely on such law or rule to limit or prohibit disclosure. A current version of this list is attached hereto as Exhibit A.
- (5) For purposes of computation of any period of time under by this policy, the day of the request from which the designated period of time begins to run shall not be included. Any request received after 5:00 p.m. on any business day shall be deemed to have been received during the following business day. Requests received on weekends or legal holidays shall be deemed to have been received on the following business day. The last day of the period so computed shall be included unless it is a weekend day or legal holiday, in which event the period runs until the end of the next day that is not a weekend day nor legal holiday.
- (6) Pursuant to RCW 42.56.060, neither Pierce Transit nor its Board of Commissioners, officers, employees shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if Pierce Transit or its Board of Commissioners, officers, employees, or records custodian acted in good faith in attempting to comply with the Public Records Act or this policy.

## **II. AGENCY DESCRIPTION – CONTACT INFORMATION – PUBLIC RECORDS OFFICER**

- (1) Pierce Transit is a public agency providing public transportation services within a defined public transportation benefit area and in partnership with other regional transit authorities. Pierce Transit’s central office is located at 3701 96<sup>th</sup> St. SW, Lakewood, WA 98499-4431 for in-person requests and P.O. Box 99070, Lakewood, WA 98496-0070 for requests that are mailed to the Agency. Requests may also be made through Pierce Transit’s website at <http://www.piercetransit.org/records-request/>.
- (2) Any person wishing to request access to public records of Pierce Transit not relating to the Department of Public Safety should contact the Public Records Officer of Pierce Transit at the following address:

Public Records Officer  
Pierce Transit  
P.O. Box 99070, Lakewood, WA 98496-0070  
(253) 581-8000  
Email: [publicrecords@piercetransit.org](mailto:publicrecords@piercetransit.org)  
Information is also available at the Pierce Transit website at  
[www.piercetransit.org/documents](http://www.piercetransit.org/documents).

- (3) Any person wishing to request access to public records of the Pierce Transit Department of Public Safety should contact the Records Supervisor of the Department of Public Safety. This department maintains records including, but not limited to the following kinds of documents:

- (a) Video tapes contained in buses and transit stations in the Pierce Transit network;
- (b) Documents relating to the Passenger Service Exclusion Program; and
- (c) Reports of incidents that occur in the Transit Network (Security Incident Reports).

To access records from the Department of Public Safety, please contact the Department of Public Safety Records Supervisor at the following address:

Records Supervisor  
Pierce Transit Public Safety Department  
P.O. Box 99070, Lakewood, WA 98496-0070  
(253) 983-3401  
Email: [Publicsafetyrecords@piercetransit.org](mailto:Publicsafetyrecords@piercetransit.org)  
Information is also available at the Pierce Transit website at  
[www.piercetransit.org/documents](http://www.piercetransit.org/documents).

- (4) The Pierce Transit Public Records Officer and the Department of Public Safety Records Supervisor will oversee compliance with the Act and may delegate responsibility to process or fulfill responses to requests to another Pierce Transit staff member. The Public Records Officer and the Department of Public Safety Records Supervisor and their designee(s) will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and may take necessary steps to prevent the task of fulfilling public records requests from causing excessive interference with essential functions of Pierce Transit.
- (5) Agency staff will be responsible and held accountable to meet the Agency's responsibilities under these Rules. Failure to do so may result in disciplinary action.

- (6) Departments may also designate records coordinators within specific departments to facilitate access to public records within that department, so long as each coordinator is identified to the Public Records Officer.

### III. AVAILABILITY OF PUBLIC RECORDS

- (1) **Hours for inspection of records.** Public records are available for inspection and copying during business hours of Pierce Transit, from Monday through Friday at 8:00 a.m. to 4:00 p.m., excluding legal holidays. Requestors must coordinate any in-person inspection with the Public Records Officer or designee(s) so that there is sufficient time for the records to be located, compiled, reviewed for disclosure, and a space to review them will be available for the inspection. Records must be inspected at the offices of Pierce Transit and may not be removed from the premises. If a requestor has been excluded from Pierce Transit property, the Public Records Officer will coordinate another means for inspection with the requestor so that the requestor will not be deemed to be in violation of any exclusion notice by coming to Pierce Transit offices to inspect or pick up records.
- (2) **Records index.** Pierce Transit is not required to maintain an all-inclusive index of public records. After review, Pierce Transit has determined that maintaining such an index is unduly burdensome and would interfere with agency operations.
- (3) **Organization of records.** Pierce Transit will maintain its records in a reasonably organized manner and will take reasonable actions to protect records from damage and disorganization. A variety of records is available on the Pierce Transit website at [www.piercetransit.org](http://www.piercetransit.org). Requestors are encouraged to view the documents available on the website prior to submitting a records request.
- (4) **Making a request for public records.**

- (a) All public records requests must be made in writing and submitted to the Public Records Officer.

The easiest way to make a public records request is by completing the on-line form at <http://www.piercetransit.org/records-request>. The form is available for pickup at the front desk in the Administration Building located at 3701 96<sup>th</sup> St. SW, Lakewood, WA 98499-4431 and may also be printed from the agency's website at <http://www.piercetransit.org/documents>.

- (b) A requestor may also submit a request by letter or e-mail addressed to the Public Records Officer or the Department of Public Safety Records Supervisor.

- (c) All public records requests must include the following necessary information:
- Name of requestor;
  - Address of requestor (optional);
  - Other contact information, including telephone number and/or e-mail address;
  - Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
  - The date and time of day of the request.
- (d) While requestors are not required to specifically name the Public Records Act in making their request, they must give reasonable notice that the request is being made pursuant to the Act. Requestors must request identifiable records or classes of records that the Agency can reasonably locate even though they are not required to specifically state the exact record sought. For example, using inexact phrases such as “relating to” a topic (such as “all records relating to the property tax increase”) will need clarification from the requestor to determine what records fairly and directly address the topic.
- (e) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate on the request and make arrangements to pay for copies of the records or a deposit with the Public Records Officer.

#### IV. PROCESSING OF PUBLIC RECORDS REQUESTS – GENERAL

- (1) **Providing “fullest assistance.”** Pierce Transit intends for these rules to provide for how it will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the Agency, provide fullest assistance to requestors, and provide the most timely possible action on the public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- (2) **Acknowledging receipt of request.** Within five business days of receipt of the request, the public records officer will do one or more of the following:
- (a) Make the records available for inspection or copying;
  - (b) If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor;

- (c) Provide a reasonable estimate of when records will be available;
  - (d) 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. The Public Records Officer or designee may revise the estimate of when records will be available; or
  - (e) Deny the request and provide reasons for such denial.
- (3) **No duty to create new records.** The Agency is not obligated to create new records to satisfy a records request; however, the Agency may, at its discretion, run a report or create such new records to fulfill the request where the Agency deems that method of response more expedient.
- (4) **Consequences of failure to respond.** If Pierce Transit does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine the reason for the failure to respond.
- (5) **Protecting rights of others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to others whose rights may be affected by the disclosure and will courtesy copy the requestor of any such notice. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.
- (6) **Records exempt from disclosure.** Some records are exempt from disclosure, in whole or in part. If Pierce Transit believes that all or part of a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption or other law or rule that prevents disclosure and provide a brief explanation of why the records or a portion of the records are being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Agency will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

When Pierce Transit withholds all or a portion of records, Pierce Transit will produce an exemption log that identifies the document by date, author(s), recipient(s), and description and shall further set forth the basis for the withholding or redaction and a brief explanation of why such legal authority supports withholding or redaction of the record(s).

(7) **Inspection of records.**

(a) Pierce Transit will promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.

(b) The requestor must claim or review the assembled records within thirty days of Pierce Transit's notification to him or her that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the Agency to make arrangements. If the requestor does not claim or review the assembled records within this time, Pierce Transit may close the request and refile the assembled records.

(8) **Providing copies of records.** After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying, pursuant to the cost schedule for copies as listed herein.

(9) **Providing records in installments.** When the request is for a large number of records, or for records that become available for production over time, the Public Records Officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty days, the requestor fails to retrieve or inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

(10) **Providing partial records.** In the event that Pierce Transit is unable to produce records that contain all of the requested information but can produce partially-responsive records, Pierce Transit will do so.

(11) **Completion of production or inspection and closure of request.** When the production or inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate that Pierce Transit has completed a diligent search for the requested records and made any located non-exempt records available or available for inspection and close the request.

(12) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that Pierce Transit has closed the request.

- (13) **Later discovered documents.** If, after Pierce Transit has informed the requestor that it has provided all available records, and the Public Records Officer later becomes aware of additional responsive documents existing at the time of the request, the Public Records Officer will promptly inform the requestor of the additional documents and provide them on an expedited basis.

## V. PROCESSING OF PUBLIC RECORDS REQUESTS – ELECTRONIC RECORDS

- (1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- (2) **Providing electronic records.** When a requestor requests records in an electronic format, the Public Records Officer will provide the non-exempt records (or portions of such records) that are reasonably locatable in an electronic format that is used by the Agency, or in a format that is reasonably translatable from the format in which the agency keeps the record.
- (3) **Customized access to databases.** With the consent of the requestor, the Agency may provide customized access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested. Pierce Transit may charge a fee consistent with RCW 43.105.280 for such customized access.

## VI. EXEMPTIONS

- (1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. See generally: RCW 42.56.050; 42.56.110, 42.56.210 - 42.56.510; 52.56.600; 42.56.610 and 42.56.615.
- (2) In addition, documents are exempt from disclosure if any “other statute” exempts or prohibits disclosure. Requestors should be aware of the exemptions or other limitations on disclosure outside the Public Records Act that restrict the availability of some documents held by Pierce Transit for inspection and copying, a copy of which is attached hereto as Exhibit A. The listing at Exhibit A will be updated from time to time in the discretion of the Public Records Officer.
- (3) Pursuant to RCW 42.56.070 (9), Pierce Transit is prohibited by statute from disclosing lists of individuals for commercial purposes.



## VII. COSTS OF PROVIDING COPIES OF PUBLIC RECORDS

- (1) **Costs for paper copies.** There is no fee for inspecting public records, however, the following costs will apply to requestors seeking copies of records:
  - (a) A requestor may obtain standard black and white photocopies of up to twenty-five (25) pages at no charge. Fifteen cents (\$.15) per page will be charged if the request exceeds twenty-five (25) pages. For example, a request for twenty-six (26) pages will cost \$3.90. Oversize and color photocopies will be charged to the requestor at actual cost.
  - (b) If, at the Agency's discretion, materials need to be copied by an outside source either due to volume, current workload of Agency staff, or any other reason, the requestor will be charged the actual amount invoiced to the Agency by the copying vendor.
- (2) **Costs for electronic records.** The cost of electronic copies of records shall be \$2.00 for information provided on a CD-ROM and the cost of postage if applicable. Ten cents (\$.10) per page will be charged for hard copy records that must be scanned into electronic format so that the records can be produced electronically if the request exceeds twenty-five (25) pages to cover the cost of producing them in electronic format. There will be no charge for e-mailing electronic records to a requestor, unless another cost applies such as a scanning fee.
- (3) **Cost of mailing.** Pierce Transit may also charge actual costs of mailing, including the cost of the shipping packaging.
- (4) **Payment.** Payment may be made by cash, check or money order to Pierce Transit. Before beginning to make the copies, the Public Records Officer or their designee(s) may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The Public Records Officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.
- (5) **Sales tax.** Pierce Transit will not charge sales tax when it makes copies of records.

## VIII. REVIEW OF DENIALS OF PUBLIC RECORDS

- (1) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial of a records request may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.
- (2) **Consideration of petition for review.** The Public Records Officer or designee shall promptly provide the petition and any other relevant information to Pierce Transit's Chief Executive Officer. The Chief Executive Officer will immediately consider the petition and either affirm or reverse the denial within five business days following Pierce Transit's receipt of the petition, or within such other time as Pierce Transit and the requestor mutually agree to.

Approved by the Chief Executive Officer on the 22<sup>nd</sup> of July, 2014.

---

Chief Executive Officer

Attest:

---

Clerk of the Board/Public Records Officer

## **Pierce Transit Public Records ACT RULES**

### **Exhibit A**

#### **“Statutes and Exemptions Which May Prohibit Disclosure Other Than Those Listed in the Public Records Act”**

Pursuant to RCW 42.56.070, Pierce Transit lists the following exemptions and/or prohibitions to disclosure of all or portions of public records, offer then those listed in the Public Records Act. This list is for illustration purposes only and is not exhaustive, and other legal prohibitions may prevent disclosure. Pierce Transit reserves the right to amend this list, and this list should be construed to conform to any changes in the law. Pierce Transit reserves the right to rely on any law or interpretation of law to withhold or redact all or part of a public record, whether that law is listed here or not.

<b><u>RCW</u></b>	<b><u>CRIME VICTIMS &amp; DOMESTIC VIOLENCE</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
7.68.140	Victims of Crimes – Compensation, Assistance	Information in records and files of victims.
40.24.070	Address Confidentiality for Victims of Domestic Violence and Sexual Assault	Records in program participant’s files.
<b><u>RCW</u></b>	<b><u>CRIMINAL RECORDS</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
4.24.550	Special Rights of Action and Special Immunities	Information on sex offenders and kidnapping offenders for community protection.
10.97.040-.060	Washington State Criminal Records Privacy Act	Criminal history records.
10.97.070	Washington State Criminal Records Privacy Act	Suspect’s identity.
10.98.070	Criminal Justice Information Act	Arrest and fingerprint forms, national crime information center interstate identification index.
43.43.710	Washington State Patrol	Information in files and records relating to the commission of any crime.
43.43.832	Washington State Patrol	Conviction records for identified crimes (e.g., child abuse, financial exploitation), adjudications of child abuse in civil actions.
43.43.834(5)	Washington State Patrol	Background checks, criminal histories.

43.43.836	Washington State Patrol	Individual's own record of civil adjudication, disciplinary board final decisions, and convictions.
43.43.856	Washington State Patrol	Specific investigative information pertaining to activities related to organized crime.
<b><u>RCW</u></b>	<b><u>EMPLOYMENT</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
41.04.364	Public Employment, Civil Service, and Pensions – General Provisions	Individual employee's participation in wellness program and all individually identifiable information gathered in process of conducting program.
41.06.160	State Civil Service Law	Salary and fringe benefits survey information collected from private employers. <i>See also</i> RCW 42.17.310(1)(b), RCW 42.56.230(2), RCW 42.17.310(1)(t), RCW 42.56.250(2), and RCW 42.17.210(1)(u), RCW 42.56.250(3).
41.06.455	State Civil Service Law	Identifying information in records relating to employee misconduct or alleged misconduct.
42.52.050	Ethics in Public Service	Confidential information acquired by official or employee by reason of official's or employee's official position.
49.12.240	Industrial Welfare	Individual's own personal file. <i>See also</i> RCW 49.12.260 (investigation of criminal offense).
<b><u>RCW</u></b>	<b><u>FINANCIAL INFORMATION AND TRADE SECRETS</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
49.17.200	Washington Industrial Safety and Health Act	Information obtained by Department of Labor and Industries pursuant to inspection or proceeding which may contain or reveal trade secret.
49.17.210	Washington Industrial Safety and Health Act	Employer identity, employee identity, personal identifiers of voluntary participants in research, demonstrations, and experiments. <i>See</i> RCW 51.36.060.
<b><u>RCW</u></b>	<b><u>HEALTH CARE</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
70.47.150	Basic Health Plan – Health Care	Records obtained, reviewed by, or on

	Access Act	file with the basic health plan containing information concerning medical treatment of individuals; actuarial formulas, statistics, and assumptions submitted in support of a rate filing or at request of the basic health plan administrator.
70.54.250	Cancer Registry Program	Cancer reporting to DOH is confidential and protected except for authorized uses.
70.96A.150	Treatment for Alcoholism, Intoxication, and Drug Addiction	Registration and other drug and alcohol rehabilitation records. <i>See also</i> 42 C.F. R. pt. 2.
71.05.390, .440	Mental Illness	Fact of admission and all information and records compiled, obtained, or maintained in the course of providing services to voluntary or involuntary recipients of mental health services at public or private agencies. All information and records obtained in course of voluntary/involuntary services at public or private agency.
71.05.620	Mental Illness	Health care information from court or treatment records.
71.05.630, .640	Mental Illness	Treatment records.
<b><u>RCW</u></b>	<b><u>INDUSTRIAL INSURANCE AND LABOR AND INDUSTRIES</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
51.28.070	Notice and Report of Accident – Application for Compensation	Information contained in claim files and records of injured worker.
51.36.060	Medical Aid	Medical information relevant to injury or disease which is the basis of a claim. <i>See also</i> RCW 51.04.050; 51.36.110.
<b><u>RCW</u></b>	<b><u>MISCELLANEOUS</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
4.24.680	Personal Information of Law Enforcement and Court-Related Employees	Residential addresses, telephone numbers, birthdays, or Social Security numbers of any law enforcement, corrections officer, or court employee.
4.92.210(2)	Actions and Claims Against the State	Documents contained in tort claim file.
9.73.030	Violating Right of Privacy	Intercepted or recorded private

		communications. Emergency communications, communications conveying threats or unlawful demands, communications occurring anonymously or repeatedly or at inconvenient hour, or relating to hostage holder. Communications with news gathering media.
42.40.040	State Employee Whistleblower Protection	Identity of whistleblower and investigations conducted by auditor.
42.41.045	Local Government Whistleblower Protection	Information related to whistleblower complaints.
48.02.120	Insurance Commissioner	Actuarial formulas, statistics, and assumptions submitted to Insurance Commissioner at Commissioner's request or in support of a rate or form filing by insurer, health care service contractor, or health maintenance organization.
48.03.050	Examinations	Examinations or investigation reports held by Insurance Commissioner.
48.62.101	Local Government Insurance Transactions	Information related to funds or liability reserves; records of individual or joint self-insurance programs; information concerning the experience and performance of health and welfare benefits programs.
<b><u>RCW</u></b>	<b><u>PRIVILEGES</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
5.60.060(2)	Attorney-Client	Communications between attorney and client.
5.60.060(5)	Public Officer – Official Confidence	Communications to public officer in official confidence.
5.60.070 & 7.07.070	Mediation	Communications between mediator and parties to mediation.
<b><u>RCW</u></b>	<b><u>PUBLIC ASSISTANCE AND SOCIAL SERVICES</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
74.04.060	Public Assistance – General Provisions – Administration	Records, files, papers, and communication of recipients of public assistance.
74.04.062	Public Assistance – General Provisions – Administration	Current address and location of recipient of public assistance.

<b><u>RCW</u></b>	<b><u>PUBLIC RECORDS</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
19.215.020	Disposal of Personal Information	Imposition of duty on state agencies to destroy personal financial and health information and personal identification numbers.
40.14	Preservation and Destruction of Public Records	Procedures and requirements for public records maintenance and retention.
43.105.310	Accuracy, Integrity, and Privacy of Records and Information	Duty of agency to ensure accuracy of records that are accessible to public, obtain consent of identified persons and retain information only as long as needed to carry out purpose.
<b><u>RCW</u></b>	<b><u>UNEMPLOYMENT INSURANCE</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
50.13.010	Records and Information – Privacy and Confidentiality	Individual and employing unit records maintained by the Department of Employment Security.
50.13.015	Records and Information – Privacy and Confidentiality	Information provided to Department of Employment Security by another governmental agency; voluntarily provided information obtained by the Department for statistical analysis, research, or study purposes.
50.13.020	Records and Information – Privacy and Confidentiality	Information or records relating to an individual or employing unit obtained by the Department of Employment Security pursuant to the administration of Title 50 RCW.
50.13.040	Records and Information – Privacy and Confidentiality	Individual's or employing unit's own records.
50.13.050	Records and Information – Privacy and Confidentiality	Records and information deemed material to issues in appeal proceeding.
50.13.060	Records and Information – Privacy and Confidentiality	Records and information held by the Department of Employment Security required by other governmental agencies.
50.13.070	Records and Information – Privacy and Confidentiality	Records and information required by parties to administrative proceeding.

50.13.080	Records and Information – Privacy and Confidentiality	Records and information required by private person or organization contracting to Department of Employment Security to assist in operation and management of the Department.
50.13.090	Records and Information – Privacy and Confidentiality	Records and information acquired by the Department of Employment Security through contracting to provide services to other government or private organizations.
50.13.100	Records and Information – Privacy and Confidentiality	Records and information where identifying details are deleted or individual or employing unit consents to disclosures
<b><u>RCW</u></b>	<b><u>VEHICLE AND DRIVERS</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
46.12.380	Certificates of Ownership and Registration	Name and address of individual vehicle owner.
46.20.041	Drivers Licenses – Identicards	Statement submitted by disabled person seeking a driver's license.
46.20.157	Drivers Licenses – Identicards	Information provided to Department of Information Services by Department of Licensing; names of certified participants in Washington address confidentiality program.
46.52.120	Accidents – Reports – Abandoned Vehicles	Case records on motor vehicle drivers licensed in Washington, including conviction, finding of traffic infractions and accidents.
46.52.130	Accidents – Reports – Abandoned Vehicles	Abstract of driving record.
<b><u>U.S.C.</u></b>	<b><u>FEDERAL STATUTES</u></b>	<b><u>AFFECTED DOCUMENTS, INFORMATION, OR COMMUNICATIONS</u></b>
5 U.S.C. § 552(a)	Privacy Act of 1974 (Freedom of Information Act)	Public information; agency rules, opinions, orders, records, and proceedings.
26 U.S.C. § 6103	Internal Revenue Code – Information and Returns	Tax returns and tax return information, including declaration of estimated tax, claim for refund, taxpayer's identity, the nature, source, or amount of taxpayer income, payments, receipts, deductions, exemptions, credits, assets, liabilities, net worth, tax liability, tax



Dated: Last revised July 18, 2014

		withheld, deficiencies, over assessments, tax payments, written determination, or any background file document or advance pricing agreement.
Pub. L. 104-191, 110 Stat. 1936 (1996)	Health Insurance Portability and Accountability Act (HIPAA); Implementing regulations; <i>see</i> implementing regulations, HIPAA Privacy and Security Rules, 45 CFR. Parts 160, 162, and 164.	Providing for protection of confidential health care information by enforcing standards for privacy and security.