



Public Disclosure Request

What the City Needs:

Rules relating to regulating compliance with the requirements of RCW 42.56, the Public Records Act (“the Act”); providing for the adoption of rules, organization of public records, the preferred method to make a public records request, categories of records requests, (GovQA System) records requests logs and queues, performance reports, resources devoted to public records disclosure, reviewing denials of requests and costs of disclosing records; and providing for savings, severability, and an effective date.

Categories:

Category Level	Response Priority	Typical Characteristics
Category 1 Simple	Approximately One to five workdays	Routine and clearly stated request for easily locatable records.
Category 2 Normal	Approximately Six to twenty workdays	<ol style="list-style-type: none">1) Medium in volume; and2) Clearly stated request; and3) Easily located; and/or4) Requires coordination between various department PDR coordinators; and/or5) Third party notice; and/or6) Exemptions apply log
Category 3 Complex	Approximately Twenty-one to sixty workdays	<ol style="list-style-type: none">1) Large in volume; and/or2) Ambiguities may exist in the request; and/or3) Not easily located; and/or4) Requires coordination between various departments and involves multiple staff persons, including staff that are not assigned PDR coordinators; and/or5) Third party notices; and/or6) Requires legal review and the creation of a withholding index /exemption log.

Category 4 Exceptional/Voluminous	Requiring more than sixty workdays for processing.	<ol style="list-style-type: none"> 1) Extremely large in volume; and/or 2) Difficulties in resolving ambiguities in request; and/or 3) Not easily located; and/or 4) Requires coordination between various departments and involves multiple staff persons, including staff that are not assigned PDR coordinators; and/or 5) Third party collection of documents <ol style="list-style-type: none"> a) Involving outside legal counsel, contractors, sub-contractors, or others; and/or 6) Third party notices; and/or 7) Requires legal review and the creation of a withholding index /exemption log and extensive redactions
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