

BOARD OF COUNTY COMMISSIONERS
WALLA WALLA COUNTY, WASHINGTON

IN THE MATTER OF
ADOPTING A REVISED
PUBLIC RECORDS POLICY

RESOLUTION NO. **17 249**

WHEREAS, pursuant to Walla Walla County Resolution 10 315, Walla Walla County adopted a Walla Walla County Public Records Policy; and


WHEREAS, subsequently, the state statute governing public records, RCW 42.56, has been revised by the Washington State Legislature; and

WHEREAS, a revised Public Records Policy has been drafted by the Prosecuting Attorney's office to ensure compliance by the County with the provisions of the revised Public Records Act legislation and statute, and after review, is ready for approval and adoption; now therefore

BE IT HEREBY RESOLVED by this Board of Walla Walla County Commissioners that they shall approve and adopt said Walla Walla County Public Records Policy, which shall be effective immediately.

"Passed this 25th day of September, 2017 by Board members as follows: 3 Present or 0 Participating via other means, and by the following vote: 3 Aye 0 Nay 0 Abstained 0 Absent."

Attest:



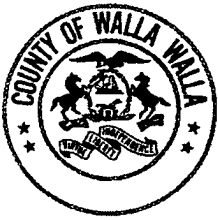
Connie R. Vinti, Clerk of the Board


James L. Duncan, Chairman, District 3


James K. Johnson, Commissioner, District 1


Todd L. Kimball, Commissioner, District 2

Constituting the Board of County Commissioners
of Walla Walla County, Washington



Walla Walla County Public Records Policy

SECTION 1.0 SUBJECT

- 1.1** The Public Records Act provides that each agency shall adopt and enforce reasonable rules and regulations to provide public access to public records (RCW 42.56.040). The purpose of this policy is to identify the rules by which Walla Walla County implements and ensures compliance with the provisions of the Public Records Act for the County's public records. This policy does not apply to public records of the State of Washington that may be available to County employees through computer connectivity.
- 1.2** The Act states a "Public Record" includes 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 (RCW 42.56.010)

SECTION 2.0 PURPOSE

- 2.1** To establish a uniform, countywide policy for responding to requests for public records under the provisions of the Washington State Public Records Act (RCW 42.56). This policy establishes the procedures which Walla Walla County will follow in order to provide full access to public records, and provides information to persons wishing to request access to the public records of Walla Walla County. It also establishes processes for both requesters and the Walla Walla County staff that are designated to best assist members of the public in obtaining such access.
- 2.2** The provisions of this policy shall be liberally interpreted and construed to promote full access to the County's public records in order to assure continuing public confidence in government; provided, that when making public records available the County shall prevent unreasonable invasions of privacy, shall protect public records from damage or disorganization, and shall prevent excessive interference with essential government functions.

SECTION 3.0 AFFECTED PARTIES

- 3.1** All Walla Walla County offices and departments, divisions, sections, units, and appointed advisory boards or commissions, and their employees and representatives.

This policy does not apply to Superior or District Courts or Court records retained by the County Clerk.

- 3.2** Agency Contact Information:

- 3.2.1** This policy is for Walla Walla County, a political subdivision of the State of Washington; The main offices for Walla Walla County are located at:

Walla Walla County Courthouse - 315 W. Main, Walla Walla, WA 99362

Public Health and Legislative Building - 314 W. Main, Walla Walla, WA 99362

- 3.2.2** Walla Walla County's other office/department locations:

Public Works Department - 990 Navion Lane

Fairgrounds Office building – 363 Orchard

Public Services building (Coroner, Community Development, Emergency Medical Services - 310 Poplar St.

WSU Extension building- 328 Poplar

Public Safety building (Prosecuting Attorney, Sheriff's Office) - 240 W. Alder

Juvenile Justice Center - 455 W. Rose St.

Corrections Department, 300 West Alder Street

* Building locations are subject to change without notice

SECTION 4.0 REFERENCES

- 4.1** Revised Code of Washington (RCW) Public Records Act codified as RCW 42.56 .

SECTION 5.0 DEFINITIONS

The definitions set forth in RCW 42.56 as hereafter amended shall apply to this policy.

The following definitions apply for the purpose of this policy:

1. **Agency** – “Agency” includes all state and local agencies. "Local agency" (Walla Walla County) includes any office, department, division, board, commission, or created agency thereof.
2. **Fullest Assistance** – The allocation of agency employee staff time and agency resources to the processing of Public Record requests that is feasible and practical for this County at a particular time. Fullest assistance is further defined as that allocation of public resources that does not excessively interfere with the other essential functions of this agency.
3. **“Large / Complex” Public Records Request** – Any request for public records that requires more than forty eight (48) hours to process by staff and/or creates more than two hundred (200) records in any form.

4. **“Exempt”** – means that a law allows or requires the withholding of a document, or a portion thereof, from public disclosure.

SECTION 6.0 Public Records Officer

- 6.1 Designation:** A Public Records Officer shall serve as the point of contact for members of the public who request disclosure of public records. The Public Records Officer shall be responsible for implementation of and compliance with this policy and the Public Records Act. The Board of County Commissioners shall appoint the Public Records Officer for Walla Walla County. (RCW 42.56.580)

- 6.1.1** As designated by the Board of County Commissioners, the appointed person shall be the Public Records Officer for all departments, boards, and commissions appointed by and reporting to the Board of Commissioners of the County.
- 6.1.2** A Public Records coordinator may be assigned by each appointing authority to act when the appointed County Public Records Officer is absent or otherwise unavailable.
- 6.1.3** The Public Records Officer and any coordinators shall attend training classes that may be provided through various sponsoring public entities on the Public Records Act relative to public records compliance and retention. Should a certification process for handling of public records become available, the Public Records Officer should become certified through that training at the first available time.
- 6.1.4** The Public Records Officer will oversee compliance with the Act, but, another Walla Walla County staff member, office, department or appointed advisory board, employee or representative may process the request. The Public Records Officer will provide the “fullest assistance” to requesters; and ensure that public records are protected from damage or disorganization.
- 6.1.5** The Public Records Officer should review all written correspondence to a requester to ensure accuracy and compliance.
- 6.1.6** The contact information for Walla Walla County’s Public Records Officer is:

314 W. Main, Room 215
PO Box 1506
Walla Walla, WA 99362
Phone: 509-524-2604
Fax: 509-524-2603
PublicRecords@co.walla-walla.wa.us

SECTION 7.0 POLICY AND PROCEDURES

- 7.1 Public Records Requests:** Public records may be inspected and/or copies may be obtained under the following procedures:

- 7.1.1** Requests for public records shall be directed to the Public Records Officer for the County.

- 7.1.2** If a request is made to any other person, and the requester has actual knowledge of the County's policy requiring requesters to make requests to the Public Records Officer, the County, at its option, may not respond to the request.

Nothing in this policy is intended to prevent a citizen from filing or making a request for Public Records with an Office, Department, Appointed Advisory Board or Commission, employee or representative of the agency other than the Public Records Officer.

Any Public Records request should be received as a written request, especially when the request is for, or the response may include, any of the following:

- 7.1.2..1 A list of individuals
- 7.1.2..2 Categorical requests not identifying a specific public record;
- 7.1.2..3 Subjects of current, threatened or potential litigation;
- 7.1.2..4 More than 5 separate public records;
- 7.1.2..5 Reproduction of oversized documents such as maps, surveys, large format photographs or color reproduction; or
- 7.1.2..6 Public records or information exempt from disclosure.

- 7.1.3** A request for public records can submitted by mail, fax, e-mail, or verbally to the Public Records Officer (see section 6.1.6). A Public Records request form should be completed and should include the following information:

- Requestor's name, mailing address, email address, and telephone number;
- Date of the request; all requests to be date stamped. If a date stamp is not available, the date should be handwritten and initialed.
- A clear indication that the document is a "Public Records Request;"
- Whether the request is to inspect the public records or for copies of public records, or both;
- A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records;
- If the request is for a list of individuals, a statement must be included that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes and provide specific reference to that law.
- Whether the request is for printed or digital copies of the public record.

- 7.1.4** Walla Walla County is not required to maintain an all inclusive index of public records as provided in RCW 42.56.070 based on the following findings:

- 7.1.4..1 Maintaining an all inclusive index of public records is unduly burdensome, and would interfere with agency operations.
- 7.1.4..2 Walla Walla County is composed of approximately twenty two (22) offices and departments, divisions, units, some of which are located in other facilities in various locations throughout the county.
- 7.1.4..3 Offices and departments maintain individual and separate record-keeping systems.

- 7.1.4.4 The Walla Walla Board of County Commissioners has deemed the County has records which are diverse, complex and stored in multiple locations, some which are computerized and some on paper, it is unduly burdensome and physically impossible to maintain a central index of records and in response,
- 7.1.4.5 **Resolution # 10 056** was adopted by the Board of County Commissioners.

7.1.5 The County has developed and will maintain a form to facilitate public records requests.

7.1.6 Requests for inspection or copying of public records maintained by an agency of the State of Washington or another governmental agency must be made by the requestor to such agency, unless a copy is retained in the County.

7.1.7 Agencies shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(9) or other statute which exempts or prohibits disclosure of specific information or records to certain persons. (RCW 42.56.080).

7.2 Inspection of Public Records: Public records shall be inspected at the offices of the elected official, department, appointed advisory board or commission having custody or control of the records. Public records shall be available for inspection from 9:00 am to 12:00 noon and from 1:00 pm to 4:00 pm, Monday through Friday, excluding legal holidays; provided, that there is no obligation to allow inspection immediately upon a demand. The Public Records Officer may request that the person seeking to inspect public records schedule an appointment for inspection.

7.3 Response to Public Records Requests:

7.3.1 The Public Records Officer shall, to the extent practicable, assist requesters in identifying the public records sought.

7.3.2 There is no obligation to allow inspection or provide a copy of a public record on demand.

7.3.3 Within five (5) business days after receiving a public record request, the Public Records Officer shall respond to the request in writing. The Public Records Officer should make one or more of the following responses:

7.3.3.1 The request for inspection of public records is approved and whether an appointment for inspection needs to be scheduled by the requester;

7.3.3.2 The request for copies of public records is approved and the copies of all requested records are enclosed with the response;

7.3.3.3 Provide an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the County must provide copies of the record or if available, allow the requester to view copies using a County computer.

7.3.3.4 The request has been received by the Public Records Officer, that additional time is needed to respond to the request, and stating a reasonable estimate of the time required to respond;

- 7.3.3.5 The request has been received by the Public Records Officer and the records should be provided on a partial or installment basis as the records are identified, located, assembled and/or made ready for inspection or copying; or
 - 7.3.3.6 The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.
- 7.3.4** The Public Records Officer shall notify the requester as soon as possible if, after responding to a request for public records and approving the request, the Public Records Officer identifies requested public records or information that are exempt from disclosure.
- 7.3.5** Additional time to respond to a request may be based upon the County's need to:
- 7.3.5.1 Clarify the intent of the request;
 - 7.3.5.2 Identify, locate, assemble and/or make the records ready for inspection or disclosure;
 - 7.3.5.3 Notify third persons or agencies affected by the request; or
 - 7.3.5.4 Determine whether any of the records or information requested is exempt from disclosure and whether a denial should be made as to all or part of the request.
 - 7.3.5.5 The County may ask the Requester to clarify what information the Requester is seeking. If the Requester fails to clarify the request within thirty (30) days, and the entire request is unclear, the County may deem the request abandoned and need not respond to it. The County must respond to the portions of the request that are clear.
- 7.3.6** If the Public Records Officer provides an estimate of time required to respond to the request and the requester believes the amount of time stated is not reasonable, then the requester may request that the Risk Manager or the Prosecuting Attorney review the estimate of time.
- When a request for public records is received that concerns a subject known to involve litigation that is pending, threatened or anticipated, the Public Records Officer shall promptly notify the Prosecuting Attorney and Risk Manager of the request.
- 7.3.7** If a requester has not paid an outstanding balance on a previous request, the County may deny the release of documents pertaining to subsequent requests until such time as the previous balance is paid.

7.4 Copying and Delivery Fees:

- 7.4.1 Disallowed Charges**
 - 7.4.1.1** No fee will be charged for inspection of a public record.
 - 7.4.1.2** No fee will be charged for locating public records in response to a request and making the records available for inspection or preparation of copying.
 - 7.4.1.3** No fee will be charged for the search process for public records, redacting portions of a record which are exempt from disclosure, or preparing an index of exempt documents.
- 7.4.2 Allowed Charges - Generally**

- 7.4.2.1** A reasonable fee will be charged to reimburse the County for costs of providing copies. A reasonable fee shall be charged to reimburse the County for the cost of delivering copies of public records to a requester, including the cost of packaging copies for delivery and the cost of postage or delivery service.
- 7.4.2.2** Any request for which the response may include an excessive number of copies of documents, oversized documents, color photographs or reproductions, tape recordings and computer disks may be sent to a private copying service for copying, in which case the copying fee shall be the actual charge imposed for copying, plus applicable taxes and shipping costs.
- 7.4.2.3** The Public Records Officer shall require that all copying and delivery fees be paid in advance of the release of the copies.

7.4.3 Statutory Charges. The fee for searching records, research, and/or providing a copy of a public record may be set by statute. Where the state or federal law sets a fee, that fee will be charged. Court papers (RCW 3.62.060), duplication of electronic tapes of a court proceeding (RCW 3.62.060); traffic accident reports (RCW 46.52.085); and criminal history information (RCW 10.97.100) are examples.

7.4.3.1 The Board of County Commissioners finds that determining the actual costs of the providing the following records would be unduly burdensome, for the following reasons: Staff time would be needed to determine (1) paper costs, (2) equipment costs (3) cost of electronic production (4) cost of electronic transfer and storage (5) costs of transmitting records electronically. Unless a fee is fixed by another federal, state or county ordinance, the following fee schedule, as allowed by RCW 42.56.120 as it exists or is hereafter amended, is applicable:

1. Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of County equipment to photocopy public records.
2. Ten cents per page for public records scanned into an electronic format or for the use of County equipment to scan the records.
3. Five cents per each four electronic files or attachments uploaded to e-mail, cloud based storage service, or other means of electronic delivery.
4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of County equipment to send the records electronically.
5. The actual cost of any digital storage media or device provided by the County, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
6. The above charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
7. As an alternative to the above fees, the County may charge a flat fee of two dollars for any request when the County estimates and documents that the cost of providing the documents, utilizing the charges above, is greater or equal to two dollars. This charge may only be applied once for each request, and no other fees are authorized.

7.5 “Large/Complex” public record requests:

- 7.5.1 The Public Records Officer may ask the requester to prioritize the request so that he/she receives the most important records first.
- 7.5.2 Deposits: The Public Records Officer may require a deposit in an amount not to exceed ten (10) percent of the estimated cost of providing a public records request.
- 7.5.3 If the Public Records Officer responds to the request on a partial or installment basis, the requester shall be charged for each part or installment responding to the request.
- 7.5.4 If a partial or installment response is not claimed or reviewed by the requester, or charges for an installment are not paid, the Public Records Officer is not obligated to fulfill the balance of the request until the outstanding obligations are completed.
- 7.5.5 If the records are not claimed or reviewed within a thirty (30) day period or other arrangements are not made, the Public Records Officer may close the request and re-file the assembled records.

7.6 Protection of Public Records: The Public Records Officer or Public Records coordinator shall, to the extent practicable, insure that records requested are not misplaced or misfiled by members of the public during inspections and not removed from the County office or department. Original public records shall not be released to the public for any purpose.

7.7 Requested Records – Scheduled for Destruction: If a public record request is made at a time when a record exists, but the record is scheduled for destruction in the near future, the Public Records Officer shall direct that the record be retained until the request is resolved.

7.8 Searching Public Records – Back-up and Security Copies: In order to prevent excessive interference with essential functions of the County, the County shall not search backup or security systems for copies of public records when the originals of such records have been identified, located and are available for inspection and/or copying.

7.9 Later Discovered Documents: If, after Walla Walla County has informed the requester that it has provided all available records, staff becomes aware of additional responsive documents existing at the time of the request, then the Public Records Officer will promptly inform the requester of the additional documents and provide for inspection or copying of them in an expedited basis.

7.10 Review of denials of public records (WAC 44-14-080):

(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 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 coordinator denying the request.

(2) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the Walla Walla County Risk Manager. That person will immediately consider the petition and either affirm or reverse the denial within five (5)

business days following Walla Walla County's receipt of the petition, or within such other time as Walla Walla County and the requestor mutually agree to.

(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.

7.11 Electronic Information: For purposes of this policy, two classifications of electronic information are recognized; electronic records and custom electronic products.

7.11.1 Electronic Records. The County produces and maintains data in electronic records to maximize efficiency in fulfilling its basic public service functions. These electronic records relate to the operation and conduct of County government and typically include financial data, property records, property assessments, filed documents, maps, etc.

7.11.1.1 Electronic records are public records subject to disclosure under the Public Records Act and this policy, unless exempt from disclosure under state or federal law or the request is for proprietary data which the County has obtained under a licensing agreement that does not permit disclosure to third parties.

7.11.1.2 Electronic records may be printed and provided in paper format. If the electronic record is large and/or not capable of being printed in an understandable format, then the electronic record may be provided in the digital format in which the record is maintained by the County.

7.11.1.3 Fees for providing electronic records in electronic form shall be as set forth earlier in this policy.

7.11.1.4 The County does not warrant or in any way guarantee the accuracy or completeness of electronic records.

7.11.2 Custom Electronic Products. Custom electronic products do not exist at the time of a request. These products must be created by performing any of the following: acquiring data, running custom queries, programming software, testing models, reformatting data, or configuring the product in order to respond to a specific request.

7.11.2.1 All requests for custom electronic products will be made to the Public Records Officer and must be such that the information is "reasonably transferable." If more than one office or department is involved, the request shall be routed to the Technology Services Department Director, who shall assist in providing the response to the requests through the appropriate offices and/or departments and provide a coordinated response.

7.11.2.2 A request may be denied/delayed for any of the following reasons:

7.11.2.2.1 The private sector has the ability to produce the requested product at a competitive price;

7.11.2.2.2 The existing workload of the affected staff is such that the requested work cannot be accommodated at that time;

- 7.11.2.2.3 The request is for information that is exempt or prohibited from disclosure or otherwise confidential under state or federal law;
 - 7.11.2.2.4 The request is for proprietary data which the County has legally obtained under a license agreement that prohibits disclosure, distribution or publication; or
 - 7.11.2.2.5 The County does not have the hardware or the software to respond to the request.
- 7.11.2.3 All fees shall be estimated in writing prior to providing the custom electronic product. Payment of a deposit of ten percent of the estimated fees must be received before any work will be performed. Fees shall consist of the following:
- 7.11.2.3.1 Design and processing costs to the County, including any charge-back fees paid to another public agency or service bureau;
 - 7.11.2.3.2 Actual costs of salary and benefits for the employee or employees required for consulting and/or producing the custom electronic product;
 - 7.11.2.3.3 Reasonable overhead charges;
 - 7.11.2.3.4 Delivery charges;
 - 7.11.2.3.5 Actual costs for magnetic tapes, computer paper, microfiche, disks, and/or other media used to provide the custom electronic product;
 - 7.11.2.3.6 Any consulting fee, subcontractor fee or service cost incurred as a result of obtaining secondary services to respond to the request; and
 - 7.11.2.3.7 A reasonable charge to defray operational hardware and software acquisition, maintenance and replacement costs.
- 7.11.2.4 A written agreement with requester shall be required prior to any work on and delivery of a custom electronic product. The written agreement shall, at a minimum, include:
- 7.11.2.4.1 A description of the custom electronic product to be produced;
 - 7.11.2.4.2 All fees, with an explanation of the fees;
 - 7.11.2.4.3 Whether the custom electronic product will be updated and how often;
 - 7.11.2.4.4 A warranty disclaimer, as approved by the Prosecuting Attorney.
- 7.11.2.5 The County will comply with the terms of all legally acquired software licenses, copyrighted materials and license agreements.
- 7.11.2.6 The County may at any time enter into an agreement with a public or private entity for sharing in the production costs of a custom electronic product.
- 7.11.2.7 Once a custom electronic product is produced it becomes a public record subject to the Public Records Act. The County reserves the right to purge the product from its public records in accordance with applicable laws.

- 7.12** Copies of Policy Available to Public: Copies of this policy and public records request forms shall be available to and provided to the public, without cost, at each County office or department. Electronic copies shall be made available to the public on the County's website.

Appendix A

List of Exemption and Prohibition Statutes Not Contained in Chapter 42.56 RCW

RCW 42.56.070(2) provides:

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

Washington State Statutes

<u>Citation</u>	<u>Records</u>
RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders
RCW 424.601 and .611	Trade Secrets and confidential research, development or commercial information regarding products or business methods
RCW 5.60.060	Privileged communications
RCWs 5.60.070; 7.07070	Mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.02.100	Reproductive privacy
RCW 9.41.097 (2)	Mental Health Information re persons buying pistols or applying for CPLs
RCW 9.41.129	Concealed pistol license applications
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.73.230	Name of confidential informants in written report on wire tapping
RCW 9.73.090 (1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
RCW 9A.44.138	Offender registration information given to high school or institution of higher education regarding an employee or student
RCW 9A.82.170	Financial institution records – wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.205	Information regarding victims and others requesting notice of release of person found not guilty by reason of insanity
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information

RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 10.97.130	Information about victims of sexual assault under age eighteen
RCW 10.101.020(3)	Information given by an accused regarding determination for indigent defense
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.031	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 35.102.145	Municipal Business and Occupation tax – local ordinance can protect return or tax information
RCW 36.28A.060(8)	Tactical and intelligence information provided to WASPC
RCW 39.10.470(2)& (3)	Certain information related to alternative public works
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 43.43.762	Contents of statewide criminal street gang database
RCW 46.52.065	State toxicologists records relating to analysis of blood samples
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties

RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker’s compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Chapter 70.02 RCW	Medical records – access and disclosure – entire chapter (HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data.
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.445	Release of mental health information to Dept. of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.335	Mental health treatment of minors – records confidential
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers (also RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.13.075(5)	Juvenile’s status as a sexually aggressive youth
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality