



# Public Records Office

2025 BOCC Update



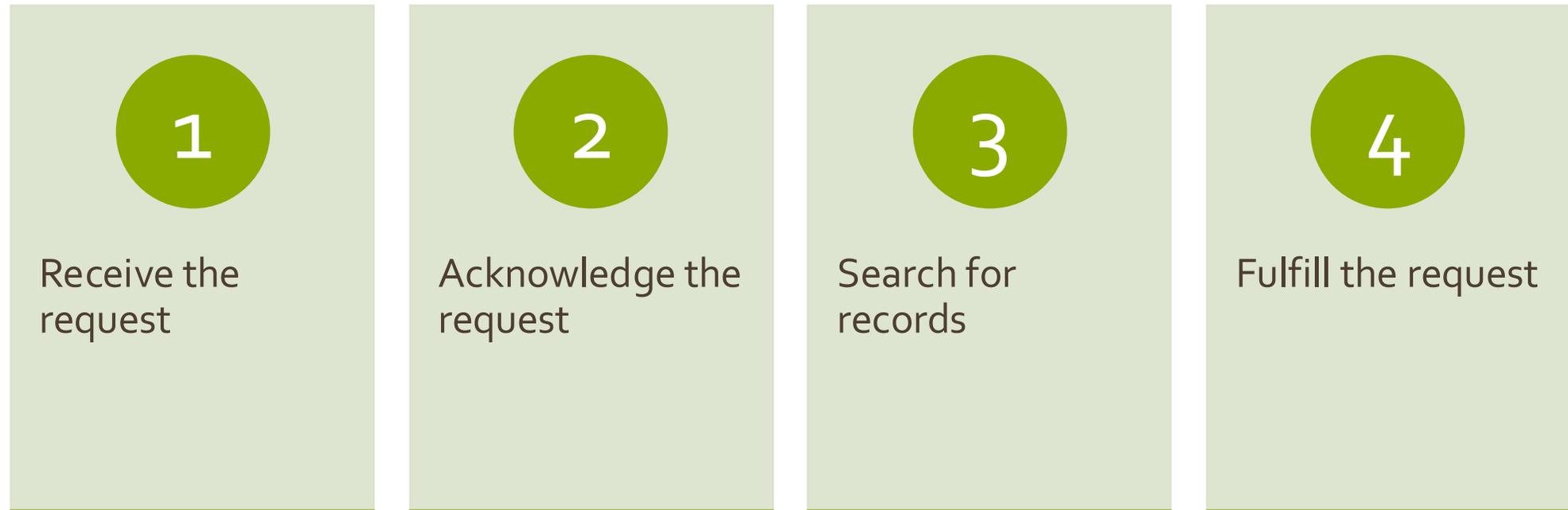
## RCW 42.56.030

- The people of this state do not yield their sovereignty to the agencies that serve them.
- The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.
- The people insist on remaining informed so that they may maintain control over the instruments that they have created.
- This chapter shall be liberally construed and its exemptions narrowly construed to promote this public policy and to assure that the public interest will be fully protected. In the event of conflict between the provisions of this chapter and any other act, the provisions of this chapter shall govern.

# Our Team

- Public Records Officer
- Deputy Public Records Officer
- Two Public Records Deputies
- Civil Division
- Public Records Specialists in every department
- ALL employees

# Lifecycle of a Public Records Request



# Receiving the Request

- Can come from individuals, organizations, attorneys, media or others.
- Can be submitted to PRO or any employee
- Can be received in any format
- Can be anonymous
- Can't ask "why?"



# Acknowledging the Request

- Formally acknowledging receipt of the request within 5 business days.
- Must provide records, provide a time estimate, seek clarification or deny the request.



# Searching for Records

- Conducting a comprehensive search for relevant records.
- Involves various departments and systems.
- Using proper search tools and strategies.
- Documenting search efforts for accountability.



# Producing the Records

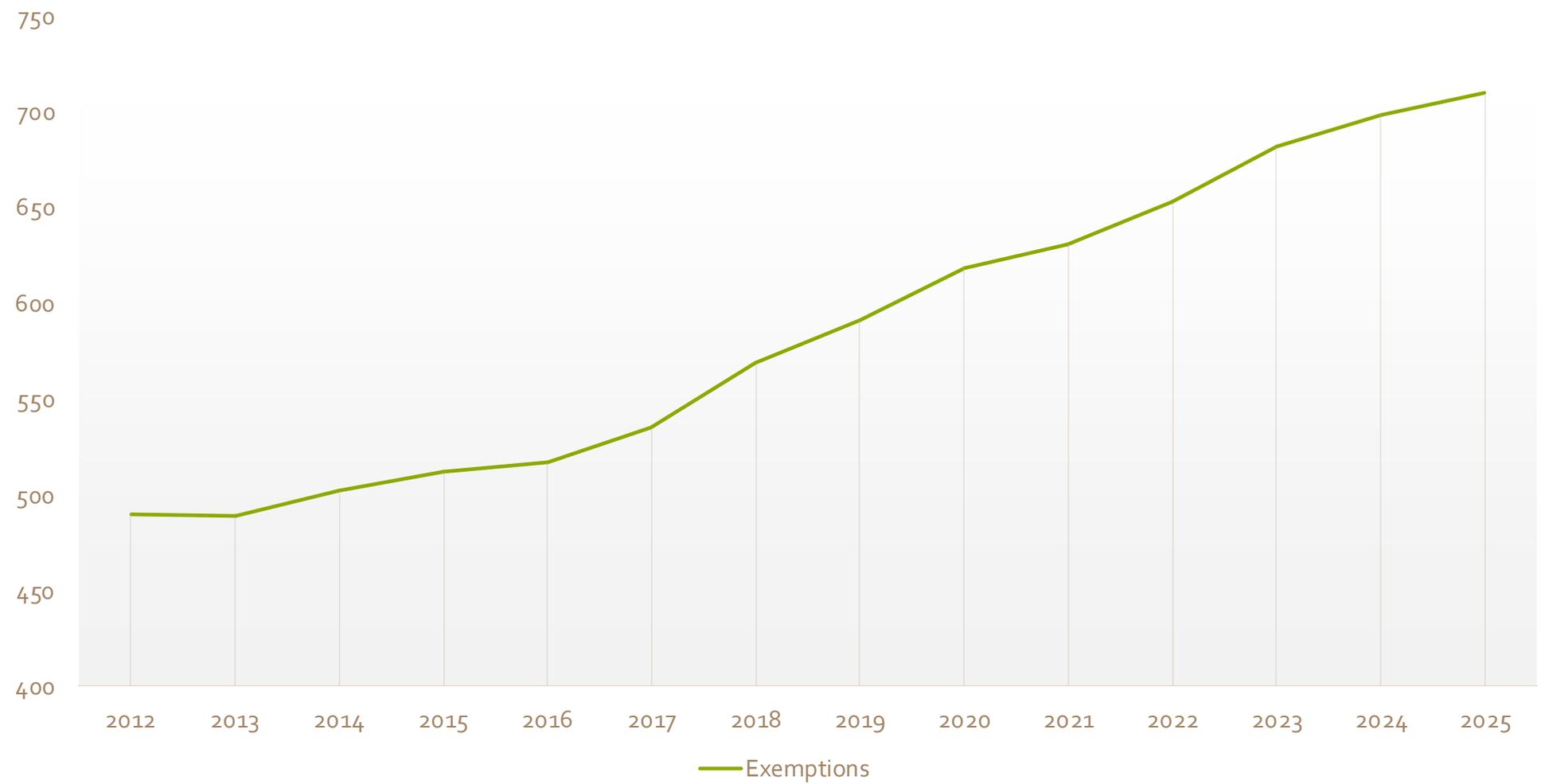
- Compiling and formatting the records.
- Reviewing for exempt or sensitive information.
- Delivering the records to the requester.
- Providing an explanation of any redactions.



# What is exempt?

- Records shall be made available unless the record falls within specific exemptions under the PRA or other statute.
- Common exemptions include:
  - Victim/witness information
  - Drivers license numbers
  - Social Security numbers
  - Employee personal information
  - Attorney client privilege
  - Medical records
- More than 700 known exemptions

# PRA Exemptions\*



\*According to Washington Coalition for Open Government

Redacting a date of birth

MM/DD/YYYY

# Redacting a date of birth

- In personnel file

██████/DD/██████

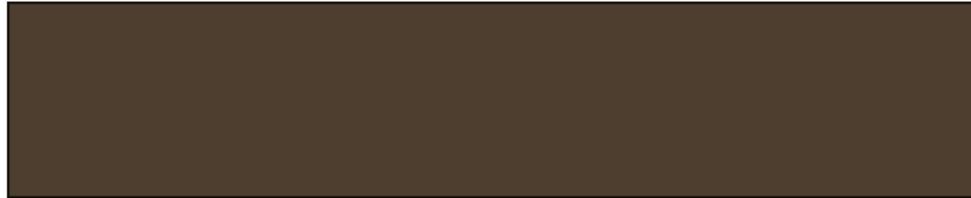
# Redacting a date of birth

- In personnel file (and requester is media)

MM/DD/YYYY

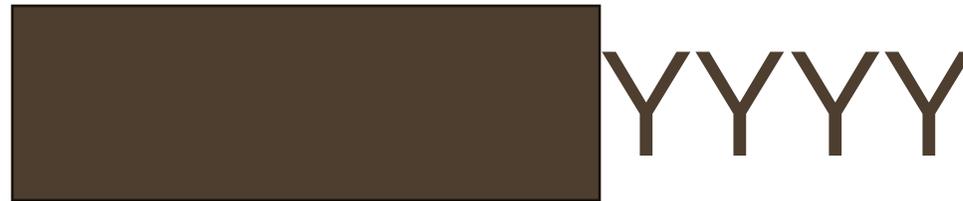
# Redacting a date of birth

- Dependent of employee



# Redacting a date of birth

- In voter record



# Local Records Grant Award

- Received \$24,700 digital imaging grant from Washington State Archives
- State Archives is scanning aerial images of Clallam County from 1957-1997
- More than 12,430 images scanned so far
- Images to be publicly available
- Eventual integration with GIS



Range 03, Township 31, Section 31 (1971)

# 2025 Metrics



167 OPEN  
REQUESTS



1833 NEW  
REQUESTS

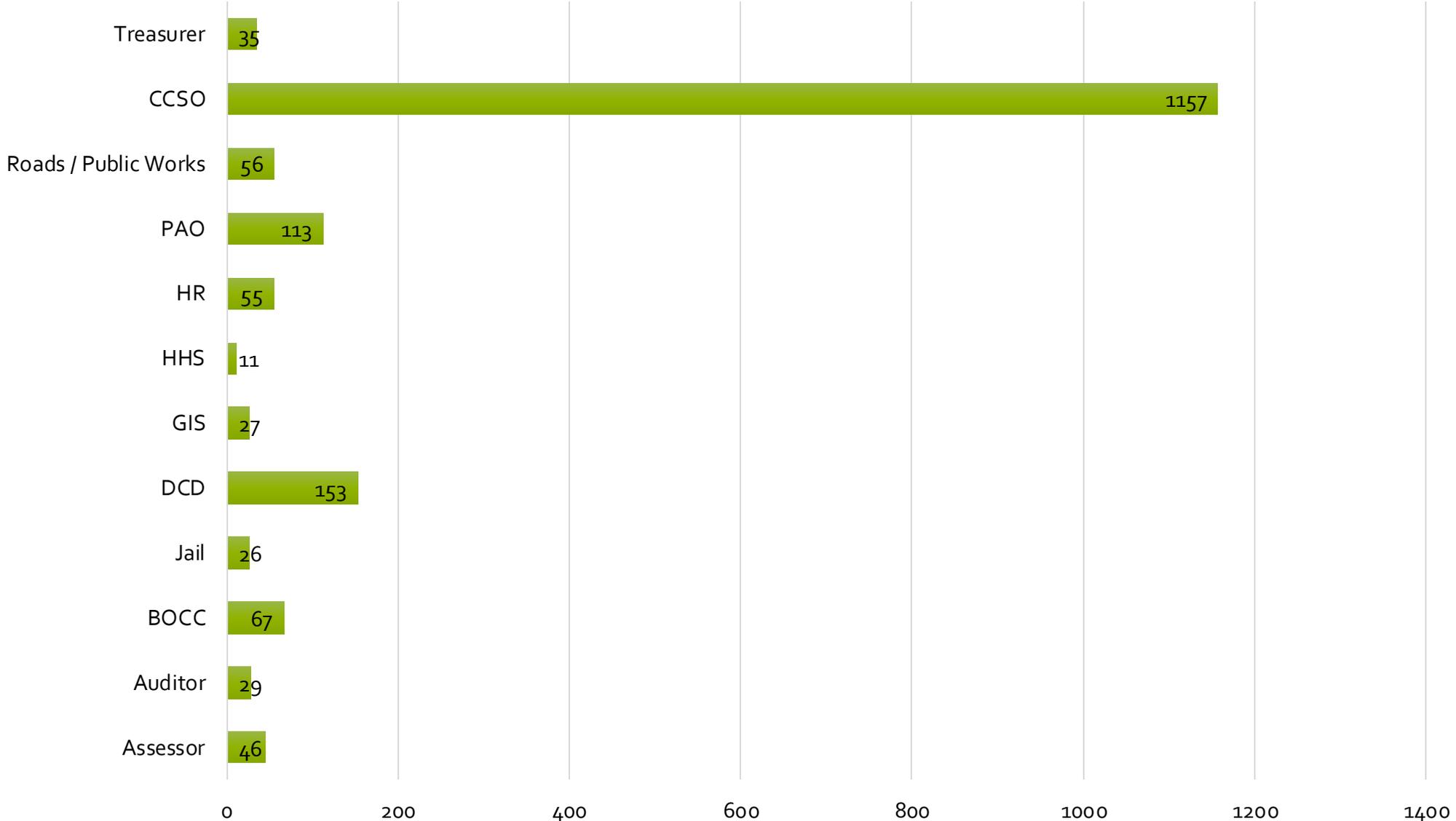


1926 CLOSED  
REQUESTS



15 MEDIAN  
DAYS TO CLOSE

# New Requests By Department (2025)



## 2025 Metrics

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187 total invoices for \$2,858

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251 abandoned requests

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70 canceled requests

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205 requests with no responsive records

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515 requests with no redactions

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639 requests with redactions

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## Who asks for records? (2025)

892 – Individual

104 – Law Firm

324 – Organization

70 – Insurer

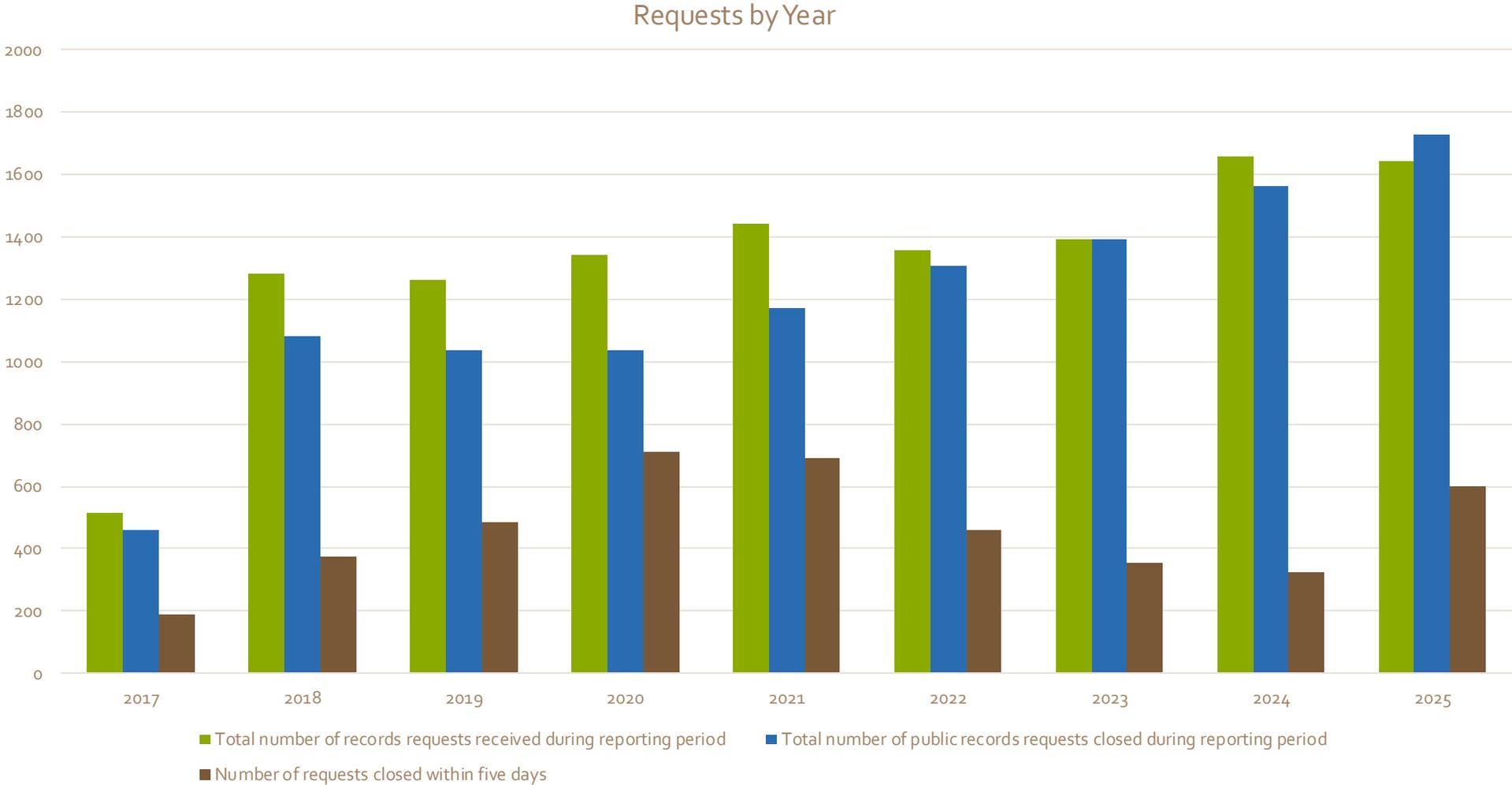
45 – Government

12 – Incarcerated Person

30 – Media

14 – Current/former employee

# Requests by Year



## 2025 Metrics



10,189 closed requests (since using PRR software)



23.6 average business days to close (since using PRR software)



185,942 documents downloaded (since 2022)

# Body-worn camera (2025)



294 body-worn camera videos redacted



97.58 hours redacting 81.43 hours of video



16.62 minutes – average video length



1.2 minutes to redact 1 minute of video

# Examples of requests

- "We would like to request a report that includes detailed information on permits (building and electrical) issued between 9/01/2025 and 9/30/2025. Detailed information should include permit number, date issued, description of work, address of work, contractor, project cost, permit fees, and contractor license number please. You have my consent to withhold or redact personal names but please leave org/company names in the report."

# Examples of requests

- Reports for case CCSO case 2025-12345.

# Examples of requests

Pursuant to the Washington Public Records Act, RCW 42.56, I request copies of the following records:

## **I. Foundation – Legal Standard**

1. Any written policies, guidelines, or training materials maintained by the Assessor's office interpreting RCW 84.40.030 ("true and fair value") and its application to land valuation.

## **II. Access Issue Claim**

2. All records identifying or describing "access issues" for any parcel in Section 17, Township 30, Range 05, including my parcel 51655 and neighboring parcels which were reduced to \$9,000 per acre, specifically those identified in SURVEY V27P79 NE & SE.
3. Copies of recorded easements, wetland reports, surveys, engineering reports, or legal instruments relied upon to conclude that any of the aforementioned parcels suffer from access limitations.
4. Field inspection notes, photographs, GIS maps, or other staff documentation showing that neighboring parcels are materially impaired.

## **III. Comparable Sales**

5. All sales of comparable parcels relied upon by the Assessor where documented access limitations were a factor in the sales price.
6. Associated sale documents, MLS listings, or disclosures substantiating that the sales price was discounted specifically due to access.

## **IV. Valuation Methodology**

7. All records, worksheets, or analyses used to calculate the dollar-per-acre adjustment for access issues.
8. Any paired-sales analyses, regression studies, or market evidence isolating the impact of access on land value.

## **V. Development vs. Affordability**

9. Any internal guidance, notes, or policy statements addressing whether land valuation should consider the owner's ability to develop or finance the property.

## **VI. Uniformity**

10. Any records, spreadsheets, or assessment rolls showing parcels in Section 17 reduced for "access issues," including the dollar-per-acre amounts applied.

If any portion of this request is denied, please provide the statutory exemption authorizing the withholding and a written explanation as required by RCW 42.56.210. Please produce responsive records in electronic format via email where possible.







Questions?

