



## Request for Public Records

Please type or print clearly. If you do not complete this form, a LOTT employee will contact you to obtain the information requested. Therefore it is important to leave at least one telephone number or email address where you can be reached.

Name of person making request: \_\_\_\_\_

Name of organization (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date and Time of Request: \_\_\_\_\_

Please describe the records you are requesting. If you know the title of the document(s), the date of the record(s), or any other identifying characteristic that would assist us in locating the record(s) requested, please indicate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check one:

- Requesting document copies/duplicates. I understand and agree to pay the duplication charges.
- Requesting to view documents; I wish to make an appointment. No charges associated with viewing documents. Duplication charges apply if you request copies of viewed documents.

Method by which I would like to receive the copies/duplicates I have requested (if other arrangements are needed, please contact the Public Records Officer):

- Call me and I will pick up in person
- Emailed to me (if files are too large to email, LOTT will contact you to make other arrangements)

**Charges:** Actual cost may include sales tax when referred to an outside vendor for copying. A deposit may be required. A Summary of Applicable Charges is available upon request, prior to copies being made. Viewing records at the LOTT Regional Services Center is free of charge.

Photo Copies or Printed Electronic Records	\$0.15 per page
Scanned Records	\$0.10 per page
Four (4) Electronic Files or Attachments	\$0.05 per group
1 Gigabyte of Electronic Records	\$0.10 per gig
Digital Storage Media or Device, Container or Envelope, Postage and Delivery Charges	Actual cost
Customized Service Charge	Actual cost
Other form of reproduction (outside vendor)	Actual cost
Flat Fee (if assessed-must document costs allowed are clearly $\geq$ \$2.00)	\$2.00 maximum

I certify that any lists of individuals obtained through this request for public records will not be used for commercial purposes, per RCW 42.56.070(8).

\_\_\_\_\_  
Signature of person making request

\_\_\_\_\_  
Date

**Please return form to LOTT Clean Water Alliance, Public Records Officer, 500 Adams St NE, Olympia, WA 98501, or electronically to [recordsrequest@lottcleanwater.org](mailto:recordsrequest@lottcleanwater.org), or fax to (360) 664-2336.**



## **LOTT ALLIANCE PUBLIC RECORD TYPES**

Through Resolution 25-001, the LOTT Board of Directors has determined that maintaining a full index of public records, as defined by RCW 42.56.070, would be unduly burdensome and interfere with agency operations.

To assist you in your search for records, we have provided a general list of the types of records we maintain. You are also welcome to contact us directly – we are happy to help you identify the information you need.

### **RECORD TYPE**

Accounting and Financial Records  
Administrative Policies and Procedures  
Administrative Working Files  
Agendas  
Annual Budget  
Annual Reports  
Asset and Inventory Records  
Audit Files  
Bids and Rosters  
Capital Improvements Plan  
Committee Records  
Construction Project Files  
Contracts and Agreements  
Correspondence  
Employment and Labor Records  
Engineering Records  
Environmental Reports and Studies  
Insurance Records  
Laboratory Data  
Legal Files  
Maintenance Records  
Minutes  
Operations Records  
Payroll and Personnel Records  
Permits and Certificates  
Photographs  
Plans and Planning Files  
Policies and Guidelines  
Property  
Purchase and Procurement Records  
Rebate Program Information  
Recruitment and Hiring  
Regulatory Compliance Records  
Resolutions

Rules and Regulations  
Safety and Security  
Studies, Surveys, Tests, and Reports  
Surplus Records  
Trainings  
Website Pages, Social Networking Posts and Comments  
Work Orders

EXEMPTION/PRIVILEGE	BRIEF DESCRIPTION	CITATION
<b>Attorney-Client Privilege</b>	A lawyer shall not reveal information relating to the representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation or the disclosure is permitted by other means. Communications are protected by the privilege if the communications are: (1) confidential; (2) made between an attorney and the agency, i.e., employees of the agency or the agency as a client to render legal advice; and (3) made for the purpose of seeking, obtaining, or providing legal advice.	RCW 5.60.060(2); RCW 42.56.070(1)
<b>Attorney Work Product</b>	Drafts, notes, memoranda, research or other records reflecting the opinions or mental impressions of an attorney or attorney's agent prepared, collected, or assembled in litigation or in anticipation of litigation is exempt.	RCW 42.56.070(1); RCW 5.60.060(2); RCW 42.56.290
<b>Agency Party to Controversy</b>	Records that are relevant to a controversy to which an agency 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 are exempt from public disclosure.	RCW 42.56.290
<b>Invasion of Privacy</b>	A person's "right to privacy," "right of privacy," "privacy," or "personal privacy," as these terms are used in this chapter, is invaded or violated only if disclosure of information about the person: (1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public. The provisions of this chapter dealing with the right to privacy in certain public records do not create any right of privacy beyond those rights that are specified in this chapter as express exemptions from the public's right to inspect, examine, or copy public records.	RCW 42.56.050
<b>Commercial Purpose</b>	It is forbidden to give, sell or provide access to lists of individuals requested for commercial purposes	RCW 42.56.070(8)
<b>Employee Personal Information</b>	Personal information in files maintained for employees of any public agency to the extent that disclosure would violate their right to privacy (e.g., positive performance evaluation, number of tax exemptions, employee deductions)	RCW 42.56.230(3)
<b>Information Required of Any Taxpayer for Assessment or Collection</b>	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: (a) be prohibited to such persons by RCWs 84.08.210, 82.32.330, 84.40.020, 84.40.340, or any ordinance authorized under RCW 35.102.145; OR (b) violate the taxpayer's right to privacy or result in unfair competitive disadvantage to the taxpayer	RCW 42.56.230(4)
<b>Account Numbers</b>	Credit card and debit card numbers, electronic check numbers, card expiration dates, or bank or other financial information as defined in RCW 9.35.005 including social security numbers, driver's license numbers	RCW 42.56.230(5); RCW 42.56.070(1)
<b>Return or Tax Information Exempt</b>	Unless otherwise provided by RCW 82.32.330, the Department of Revenue or any other person MAY NOT DISCLOSE returns and tax information	RCW 82.32.330 (2); RCW 42.56.230(3), (4); RCW 42.56.070 (1)

<b>Investigative Files - Open and Active/Individual Right to Privacy</b>	The following is exempt from public disclosure: specific intelligence information and specific investigative records compiled by investigative, law enforcement, penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement OR for the protection of a person's right to privacy	RCW 42.56.240 (1); RCW 10.97.030; RCW 42.56.050
<b>Personal Identifying Information - Witnesses/Victims</b>	The following is exempt from public disclosure: 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 commission, IF disclosure would endanger ANY person's life, physical safety, or property. *If at the time a complaint is filed the complainant, victim, or witness indicates a desire for disclosure or nondisclosure, such desire shall govern	RCW 42.56.240 (2); RCW 42.56.050
<b>Testing and Examination</b>	Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination	RCW 42.56.250(1)
<b>Public Employees – Applications</b>	All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant	RCW 42.56.250 (2)
<b>Employees/Volunteers - Certain Personal Information</b>	The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency is exempt: residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, driver's license numbers, card numbers, and emergency contact information	RCW 42.56.250(4); RCW 42.56.050
<b>Employees/Volunteers - Dependents of Employees or Volunteers of a Public Agency</b>	FOR DEPENDENTS OF EMPLOYEES/VOLUNTEERS ONLY: The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency is exempt: the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.	RCW 42.56.250(4); RCW 42.56.050
<b>Real Estate Appraisals</b>	by RCW 5.68.010 (5), shall have access to the photographs and full date of birth. RCW 42.56.250(9) [7a] Real Estate Appraisals Subject to the time limitations in subsection (2)..., the following documents relating to an agency's real estate transactions are exempt from public disclosure: (a) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition or sale of property; (b) Documents prepared for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, including records prepared for executive session...; and (c) Documents prepared for the purpose of considering the minimum price of real estate that will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, including records prepared for executive session.... *The exemptions here do not apply when disclosure is mandated by another statute or after the project or prospective project is abandoned or all properties that are part of the project have been purchased, sold, or leased. **No appraisal may be withheld for more than three years.	RCW 42.56.260

<b>Archaeological Sites</b>	Records, maps, or other information that identifies the location of archaeological sites is exempt from disclosure for the purpose of avoiding the looting or depredation of such sites.	<i>RCW 42.56.300</i>
<b>Medical Information</b>	A covered entity or business associate may not use or disclose protected health information, except as permitted or required by rule or law	<i>RCW 42.56.070(1); RCW 70.02.005(2); RCW 70.02.020</i>
<b>Criminal History Record Information - Nonconviction Data</b>	Criminal history record information which includes nonconviction data is releasable only under specific stipulations and is not generally releasable to the public.	<i>RCW 10.97.050 (3)-(6)</i>
<b>Records Relating to Commission of Juvenile Offenses</b>	All records other than the official juvenile court file are confidential and may be released only as provided in RCW 13.50.050, RCW 13.50.010, 13.40.215, and 4.24.550	<i>RCW 13.50.050(5), (6); RCW 42.56.070(1)</i>
<b>Abstract Driving Record</b>	Specific driver's license information (abstract and certified copies of driving records) is protected information. Please contact the DOL at <a href="http://www.dol.wa.gov/driverslicense/requestyourrecord.htm">http://www.dol.wa.gov/driverslicense/requestyourrecord.htm</a>	<i>RCW 46.52.130</i>
<b>Vehicle Registration Information</b>	The name or address of an individual vehicle owner shall not be released. Please contact the DOL at <a href="http://www.dol.wa.gov/forms/224003.pdf">http://www.dol.wa.gov/forms/224003.pdf</a>	<i>RCW 46.12.635</i>
<b>State Motor Vehicle Records: Personal Information</b>	Personal information and highly restricted personal information obtained by the department in connection with a motor vehicle may not be disclosed by a state department of motor vehicles, or any officer, employee, or contractor thereof.	<i>RCW 42.56.070 (1)</i>
<b>Mediation communications</b>	Records of mediation communications that are privileged under chapter RCW 7.07	<i>RCW 42.56.600</i>
<b>IT Security</b>	The following is exempt from public disclosure: information regarding infrastructure and security of computer and telecommunication networks, consisting of security passwords, access codes, service recovery plans, security risk assessments, security test results, and other information that would increase risk to confidentiality, integrity, or availability of agency security, IT infrastructure or assets.	<i>RCW 42.56.420(4)</i>