



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, 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
Attorney-Client Privilege	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.	<i>RCW 5.60.060(2); RCW 42.56.070(1)</i>
Attorney Work Product	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.	<i>RCW 42.56.070(1); RCW 5.60.060(2); RCW 42.56.290</i>
Agency Party to Controversy	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.	<i>RCW 42.56.290</i>
Invasion of Privacy	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.	<i>RCW 42.56.050</i>
Commercial Purpose	It is forbidden to give, sell or provide access to lists of individuals requested for commercial purposes	<i>RCW 42.56.070(8)</i>
Employee Personal Information	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	<i>RCW 42.56.230(3)</i>
Information Required of Any Taxpayer for Assessment or Collection	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	<i>RCW 42.56.230(4)</i>
Account Numbers	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	<i>RCW 42.56.230(5); RCW 42.56.070(1)</i>
Return or Tax Information Exempt	Unless otherwise provided by RCW 82.32.330, the Department of Revenue or any other person MAY NOT DISCLOSE returns and tax information	<i>RCW 82.32.330 (2); RCW 42.56.230(3), (4); RCW 42.56.070 (1)</i>

Investigative Files - Open and Active/Individual Right to Privacy	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	<i>RCW 42.56.240 (1); RCW 10.97.030; RCW 42.56.050</i>
Personal Identifying Information - Witnesses/Victims	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	<i>RCW 42.56.240 (2); RCW 42.56.050</i>
Testing and Examination	Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination	<i>RCW 42.56.250(1)</i>
Public Employees – Applications	All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant	<i>RCW 42.56.250 (2)</i>
Employees/Volunteers - Certain Personal Information	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	<i>RCW 42.56.250(4); RCW 42.56.050</i>
Employees/Volunteers - Dependents of Employees or Volunteers of a Public Agency	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.	<i>RCW 42.56.250(4); RCW 42.56.050</i>
Real Estate Appraisals	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.	<i>RCW 42.56.260</i>

Archaeological Sites	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>
Medical Information	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>
Criminal History Record Information - Nonconviction Data	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>
Records Relating to Commission of Juvenile Offenses	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>
Abstract Driving Record	Specific driver's license information (abstract and certified copies of driving records) is protected information. Please contact the DOL at http://www.dol.wa.gov/driverslicense/requestyourrecord.htm	<i>RCW 46.52.130</i>
Vehicle Registration Information	The name or address of an individual vehicle owner shall not be released. Please contact the DOL at http://www.dol.wa.gov/forms/224003.pdf	<i>RCW 46.12.635</i>
State Motor Vehicle Records: Personal Information	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>
Mediation communications	Records of mediation communications that are privileged under chapter RCW 7.07	<i>RCW 42.56.600</i>
IT Security	Child victims and witnesses have the right to not have the names, addresses, or photographs of the living child victim or witness disclosed by any law enforcement agency without explicit permission.	<i>RCW 7.69A.030(4); RCW 42.56.070(1)</i>