



## **PUBLIC RECORDS REQUEST POLICY**

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**Policy Number:** 1130

**Effective Date:** May 1, 2017

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### **A. BACKGROUND**

This policy ensures that Workforce Snohomish and its sub-recipients and contractors handle all requests for public information in a manner that complies with the public records law, while maintaining the confidentiality of program applicants and participants.

### **B. POLICY**

Workforce Snohomish, and any of its subrecipients and contractors that do not have public records policies in place, will follow this policy. Subrecipients or contractors with existing public records request policies will follow their own policies, but will inform Workforce Snohomish when public records requests are made related to Workforce Snohomish funded activities.

Workforce Snohomish and its subrecipients will maintain all appropriate records in good condition as per the Workforce Snohomish Records Retention policy.

Public records, except those exempt from disclosure, shall be made available upon request for inspection. Copies, when requested will be provided at a fee reasonably calculated to reimburse Workforce Snohomish for the actual costs incurred in making the records available. Requestors will be asked to pay, in advance of receipt of physical or electronic copies, \$.15/per copy and any actual cost for mailing materials.

A request to inspect or to receive copies of public records may be made by phone, mail, fax, or e-mail. Public records requests must provide the information in the Public Records Request form, regardless of whether the request is made by phone, mail, fax or email.

Public records are available for inspection between 8:00 a.m. and 5:00 p.m. at the address below. In order to assure that staff and applicable subrecipients and contractors are able to locate, assemble and provide records for inspection in a timely fashion, Workforce

Snohomish requests that those wishing to view records request an appointment using the Public Records Request form.

A request for public records must identify ***as specifically as possible*** the type of records, subject matter, approximate dates, names of persons involved and the number of copies requested. Requests must include the name, address and telephone number of the person requesting the public records. Requesters may indicate the format in which copies are desired (by email, mail or fax), and any date by which the records are needed. Requests should be directed to:

Public Records Officer  
Workforce Snohomish  
808 134<sup>th</sup> St. SW, Ste. 150  
Everett, WA 98204  
425-921-3423  
Fax: 425-921-3488  
PRO@workforcesnohomish.org

Within 5 business days after receiving the request, Workforce Snohomish will either

- Provide the record(s);
- Acknowledge the request and provide a reasonable estimate of how long it will take to fully respond, the method for supplying the requested records, and any costs related to copying or mailing;
- Request further clarification if a request is not clear; or
- Deny all or part of the request in writing, explaining the specific exemption or law that is the basis for the denial.

Should Workforce Snohomish determine that a request is unreasonable, it will explain how it arrived at its estimate of time required to fulfil the request and why this estimate is unreasonable. Those whose requests are denied may ask Workforce Snohomish to conduct an internal review of its denial within two business days after denial. If the requestor is still dissatisfied with the decision resulting from the internal, the request may seek court review. Requestors have up to 30 days from the time they are notified that records are ready for review to complete their inspection. After 30 days, Workforce Snohomish will close the request and refile the records. In order to protect public records from damage or loss, only copies of records will be sent to requestors. No records may be removed from Workforce Snohomish by requestors.

Due to the limited availability of administrative staff, Workforce Snohomish does not publish an index of public documents.

Workforce Snohomish is not authorized to provide public records consisting of a list of individuals for a commercial use. Data that is protected will be redacted when providing public records.

**C. DEFINITIONS:**

- **Public records exempt from disclosure:** Personal records of WIOA registrants and enrollees are private and confidential and will not be disclosed to the public, although this information may be made available to WorkSource partners, service providers, and WIOA funders on a selective basis consistent with the registrant’s signed “Authorization for Release of Requested Information” form. WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempt from disclosure. The names subrecipient staff in positions funded by WIOA, in part or in whole, will be a matter of public record.

**References:**

- Workforce Snohomish Records Retention Policy
- [WorkSource System Policy 5403: Records Retention and Public Access](#)
- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Section 185(a)
- 2 CFR 200.333-337, 29 CFR 37.37, CFR 97.42
- RCW.42.56, 40.14, 42.17.020(1), Telford v. Thurston County Board of Commissioners
- [Public Records Request form](#)
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**Supersedes:**

- N/A