



SPOKANE COUNTY LIBRARY DISTRICT

**POLICY: PUBLIC RECORDS**

APPROVAL DATE: July 15, 2008

REVISION DATE: February 18, 2020

REAFFIRMATION DATE: February 15, 2022

**AUTHORITY AND PURPOSE.**

- a. **Public Records Act.** The Public Records Act, Chapter 42.56 RCW ("Act") requires the Spokane County Library District ("District") to make identifiable, non-exempt, public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.
- b. **Purpose of Rules.** The purpose of these Rules is to establish the procedures the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requesters and District staff that are designed to assist members of the public in obtaining such access.
- c. **Full Access.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

**CONTACT INFORMATION - PUBLIC RECORDS OFFICER.**

- a. **District Administrative Offices.** The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.
- b. **Public Records Officer.** The District has designated the Executive Assistant as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Spokane County Library District  
Public Records Officer  
4322 N Argonne Road  
Spokane, WA 99212  
Phone: 509.893.8200/Fax: 509.893.8472  
[publicrecords@sclcd.org](mailto:publicrecords@sclcd.org)

Spokane County  
**LIBRARY DISTRICT**  
509.893.8200

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400

The BookEnd  
Spokane Valley Mall  
509.893.8275

**Duties and designee.** The Public Records Officer shall oversee compliance with the Act, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.

### **AVAILABILITY OF PUBLIC RECORDS.**

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. **(See Resolution 20-01)**
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

Any person wishing to inspect or copy public records of the District shall make the request in writing on the District's request form, or by letter, fax, or e-mail addressed to the Public Records Officer that includes the following information:

- (1) The date and time of the request;
  - (2) Name, mailing address, telephone number, and email address of the requester;
  - (3) Identification of the public records requested adequate for the Public Records Officer to locate the records; and
  - (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.
- e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

- f. **Request for copies.** If the requester wishes to have copies made of the records instead of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.
- g. **Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.
- h. **Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requester if they intend to use the records for a commercial purpose. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8).

#### **PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL.**

- a. **Providing access and assistance.** These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the District, provide fullest assistance to requesters, and provide the most timely possible action on public records requests. All assistance necessary to help requesters locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.
- b. **Order of processing requests.** The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.
- c. **Acknowledging and fulfilling requests.** Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:
  - (1) Provide the records available for inspection or copying;
  - (2) Provide an internet address and link on the District's website to the specific records requested;
  - (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
  - (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
  - (5) Deny the request.
- d. **Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be available. If the requester fails to clarify

the request, the District need not respond to it.

- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **Consequence of failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.
- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the

request and shall stop searching for the remaining records and close the request.

- l. Completion of search.** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. Closing request.** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request.
- n. Later discovered records.** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. Consequence of disclosing record in error.** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. No duty to create records.** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- q. No duty to supplement responses.** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

#### **PROCESSING OF PUBLIC RECORDS REQUESTS-ELECTRONIC RECORDS.**

- a. Processing electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. Format.** When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available. The District has no duty to scan paper copies of records into electronic documents. If the District elects to do so, however, it may charge the requester according to the fee schedule set forth in **Exhibit A**.

## **EXEMPTIONS FROM DISCLOSURE - EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES.**

The Act provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requesters should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

- (1) Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.
- (2) Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.
- (3) Library records: Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.
- (4) Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.
- (5) Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.
- (6) Preliminary drafts, notes, recommendations, and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.
- (7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.

- (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.
- (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
- (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
- (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.

Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). A current list of other statutes that prohibit or exempt disclosure is incorporated into this policy as **Exhibit B** and may be updated occasionally. The District's failure to list all possible bases for exemption in **Exhibit B** shall not affect the District's ability to rely on such an exemption.

### **COSTS OF PROVIDING COPIES OF PUBLIC RECORDS.**

- a. **Location/Inspection of records.** There is no fee to locate or inspect public records.
- b. **Fees; Statutory Limits.** The District finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: (1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; (2) funds were not allocated for performing a study to calculate actual costs, and the District's established priorities do not include funding for this particular effort; (3) staff resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

The fees for copies of public records are as stated in the District's current fee schedule attached hereto as **Exhibit A**. Fees are consistent with the statutory amounts established by state law. RCW 42.56.120. The District may also charge for the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges.

- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.
- d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the

requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.

- e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
- f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
- g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

### **RETENTION OF RECORDS.**

The District shall retain its records in accordance with retention schedules approved by the state Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending.

### **REVIEW OF DENIALS OF PUBLIC RECORDS.**

- a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester 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 denying the request.
- b. **District response to petition.** The Public Records Officer shall promptly provide the petition and any other relevant information to the District's attorney. The District's attorney shall promptly consider the petition and provide the requester a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District's attorney and the requester.
- c. **Judicial review.** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.



**EXHIBIT A**  
**PUBLIC RECORDS FEES – See RCW 42.56.120**

Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format or for the use of District equipment to scan	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per every four electronic files
Electronic transmission of public records	\$0.10 per gigabyte
Digital storage media or device provided by District	Actual cost

## EXHIBIT B

### Washington State Statutes

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business methods
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030(4)</u>	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097(2)</u>	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications
<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090(1)(c)</u>	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or student
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault
<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions

<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews and hearings related to a review of abuse finding
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites
<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt

<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker’s compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments
<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential

<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile’s status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information
<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

### 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)(C)(viii) (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	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