



# Okanogan County Public Health District

1234 South 2<sup>nd</sup> Avenue  
Okanogan, WA 98840  
(509) 422-7140

[http://www.okanogancounty.org/government/public\\_health](http://www.okanogancounty.org/government/public_health)

March 12, 2024

## OKANOGAN COUNTY PUBLIC HEALTH BOARD OF HEALTH

### RESOLUTION NUMBER 2024-02 Adopting a Public Records Policy and Burdensome Indexing Order

**WHEREAS**, the Public Records Act, Chapter 42.56 RCW, requires local agencies to adopt a public records policy; and

**WHEREAS**, Okanogan County Public Health District ("District") staff have reviewed existing District procedures related to public records requests and responses, and recommend the Board of Health adopt the Public Records Act Policy attached to this Resolution; and

**WHEREAS**, RCW 42.56.070(3) specifically requires local agencies maintain and make available for public inspection/copying an index providing identifying information of certain records (such as, District policies, opinions, manuals, etc.) issued, adopted, or promulgated after January 1, 1973; and

**WHEREAS**, RCW 42.56.070(4)(a) provides that local agencies need not maintain the above described index if it would be unduly burdensome to do so, and in such cases, local agencies may issue and publish a formal order specifying the reasons why creation of an index would be unduly burdensome or interfere with the agency's operations;

**WHEREAS**, District staff have determined that creating the index required by RCW 42.56.070(3) would be unduly burdensome for the reasons set forth below in this Resolution; and

**WHEREAS**, District staff recommend the Board of Health enter an order finding creation of the index required by RCW 42.56.070(3) would be unduly burdensome; and

**WHEREAS**, the Board of Health finds that passage of this Resolution is in the best interest of the citizens residing within the District;

**NOW, THEREFORE, THE BOARD OF HEALTH OF THE OKANOGAN COUNTY PUBLIC HEALTH DISTRICT, HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The Board of Health hereby adopts the Okanogan County Public Health District Public Records Policy which is attached to this Resolution as Exhibit 1 and incorporated herein by this reference.

**Section 2.** The Board of Health finds that compliance with the public records indexing requirement of RCW 42.56.070(3) has been determined to be unduly burdensome and would interfere with certain District operations for the following reasons:

- a. The District has a large volume of documents which would necessitate indexing.
- b. The District has insufficient staff available to dedicate the amount of time necessary to compile an index of all records required by RCW 42.56.070 while continuing to perform necessary daily functions of the District.
- c. Creating an index of the records required under RCW 42.56.070 would interfere with the regular job responsibilities of District staff and would detract from other services which are presently being provided to the public by such staff.

**Section 3.** The above finding in Section 2 shall not relieve the District of its other obligations under RCW 42.56.070 to make available for public inspection and copying all indexes presently in existence and maintained for District use which are not otherwise exempt from disclosure under Chapter 42.56 RCW.

**Section 4.** All provisions within District Resolutions approved prior to the effective date of this Resolution that are in conflict with Sections 1 or 2 above are hereby amended to conform to the terms of this Resolution.

**Section 5.** This Resolution shall be effective immediately upon passage by the Board of Health.

APPROVED by the Okanogan County Public Health Board this 12<sup>th</sup> day of March, 2024.

BOARD OF HEALTH MEMBERS

Attested By:

  
Jill Gates

Fiscal Coordinator/HR  
BOH Secretary



## **"Exhibit 1"**

# **Okanogan County Public Health District (OCPHD) Public Records Act Policy**

## **Section 1: Purpose**

Okanogan County Public Health District (OCPHD) is required by the Public Records Act ("PRA"), Chapter 42.56 RCW, to adopt and enforce reasonable rules and regulations to provide full public access to Public Records. This policy complies with the requirements of the PRA by providing for straight-forward, predictable practices for responding to and fulfilling requests for disclosure of public records in a manner consistent with the PRA. The PRA requires OCPHD to make available for inspection and copying nonexempt public records in accordance with a published policy.

The purpose of this policy is to establish the procedures OCPHD will follow in order to provide full access to public records. The policy provides information to persons wishing to request access to public records of OCPHD and establish processes for both requesters and OCPHD staff that are designed to best assist members of the public in obtaining such access. The purpose of the PRA is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. OCPHD is required to set forth for informational purposes every law, in addition to the PRA, that exempts or prohibits the disclosure of public records. The PRA and these rules will be interpreted in favor of disclosure. This policy includes both statutory requirements and best practices. Except where these provisions are mandated by statute, any duties identified in this policy are discretionary and advisory only and shall not impose any affirmative duty on OCPHD. OCPHD reserves the right to apply, interpret, modify, or suspend this policy at any time. This policy shall be available at OCPHD and posted on the OCPHD website.

## **Section 2: Definitions**

- A.** "PRA" means the Public Records Act, Chapter 42.56 RCW.
- B.** "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by the agency regardless of physical form or characteristics. See, RCW 42.56.010(3).
- C.** "Responsive/Identifiable record" means an identifiable record is one in existence at the time the records request is made and that OCPHD staff can reasonably locate.

**D.** “Exempt record” means all agency records are available for review by the public unless they are specifically exempted or prohibited from disclosure by state law, either directly in RCW 42.56, or in other statutes.

### **Section 3: Public Records Officer – Contact Information**

**A.** Any person wishing to request public records of OCPHD, or seeking assistance in making such a request, should contact the Public Records Officer of OCPHD:

Public Records Officer- **Jodi Ogden, Administrative Assistant**

1234 2<sup>nd</sup> Ave S

Okanogan, WA 98840

(509) 422-7140

(509) 422-7148

ocph@co.okanogan.wa.us

Information is also available at OCPHD’s website at:

[www.okanogancounty.org/government/public\\_health/index.php](http://www.okanogancounty.org/government/public_health/index.php)

**B.** The Public Records Officer will oversee compliance with the PRA, but another OCPHD staff member may process the request. Therefore, these rules will refer to the Public Records Officer or designee. The Public Records Officer or designee and OCPHD will provide the fullest assistance to requesters; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of OCPHD.

### **Section 4: Availability of Public Records**

**A.** OCPHD will make public records available for inspection and copying by appointment during OCPHD’s regular business hours: Monday through Friday, 7:30am to 4:30pm, excluding legal holidays. However, OCPHD shall have final say regarding hours for inspection and will work with requesters to identify a time that works for both.

**B.** Organization of Records. OCPHD will maintain its records in a reasonably organized manner, and will take reasonable actions to protect records from damage and disorganization. A requester shall not take records from OCPHD offices. Some records are available on OCPHD’s website at [www.okanogancounty.org/government/public\\_health/index.php](http://www.okanogancounty.org/government/public_health/index.php). Requesters are encouraged to view the documents available on the website prior to submitting a records request.

**C.** Retention of Records. The Washington State Archives (a division of the Washington Secretary of State’s Office) approves a general retention schedule for local agency records that is common to most agencies. OCPHD will retain its records in accordance with retention schedules approved by The Washington State Archives. When reference is made to retention schedule within these rules, it should

be interpreted to reference this schedule. The Retention schedule for local agencies is available at: [www.sos.wa.gov/archives/recordsretentionschedules.aspx](http://www.sos.wa.gov/archives/recordsretentionschedules.aspx)

## **Section 5: How to Make a PRA Request**

**A.** All requests must be facilitated by the Public Records Officer or their designee. OCPHD encourages that all requests be made through email at [ocph@co.okanogan.wa.us](mailto:ocph@co.okanogan.wa.us). Additionally, requests may be mailed, faxed, oral, or delivered in person to OCPHD. In-person requests must be made during regular business hours of Monday through Friday 7:30am to 4:30pm to an OCPHD staff member.

Requesters are strongly encouraged to make written requests. Any person wishing to request, inspect, or copy public records of OCPHD should make the request in writing on the OCPHD's Request for Public Records form.

A Request for Public Records form is available for use by requesters at OCPHD's office and/or online at [www.okanogancounty.org/government/public\\_health/request\\_for\\_public\\_records.php](http://www.okanogancounty.org/government/public_health/request_for_public_records.php).

The request should include the following information:

1. The Requester's name / Business name
2. Address of requester
3. Contact information including email address & phone number
4. Date of request
5. Property tax parcel # (if applicable)
6. A description of the public record requested that includes sufficient details to allow OCPHD's Public Records Officer or designee to identify/locate responsive records;
7. Method by which requester would like to receive records (i.e., email, mail, in-person inspection)

**B.** Commercial Purposes Declaration. If the request is for a list of individuals, the requester will be required to sign under penalty of perjury that such information will not be used for commercial purposes.

**C.** A requester must request an identifiable record or class of records. An identifiable record is one that is in existence at the time of the request and that OCPHD staff can reasonably locate. A requester may not make future or standing requests for records not in existence. A request for information is not considered a request for an identifiable record.

**D.** If the requester wishes to have copies of the records made instead of simply inspecting them, they should indicate and make the appropriate arrangements to pay for copies of the records pursuant to OCPHD's fee schedule. The fee schedule is available at OCPHD's office, and is published on the OCPHD's website at [www.okanogancounty.org/government/public\\_health/index.php](http://www.okanogancounty.org/government/public_health/index.php).

**E.** If requesters refuse to identify themselves or provide sufficient contact information, OCPHD will respond to the extent feasible and consistent with the law.

**F.** The Public Records Officer or their designee may communicate with the requester by telephone, letter or email as may be appropriate.

**G.** OCPHD must have reasonable notice that a request is for public records. A requester must give OCPHD reasonable notice that the request is being made pursuant to the PRA, and that request should not be buried within another document.

## **Section 6: Procedure of Processing Public Records Requests**

**A. Initial Five-Day Response.** OCPHD shall respond promptly to PRA requests. Within five (5) business days of receiving a Records Request, OCPHD shall acknowledge receipt of the request, this may be done verbally (in person or over telephone) which shall be followed by written documentation of receipt, by email or letter, and take one or more of the following actions:

1. Upon receipt of a request, the Public Records Officer or designee will assign it a tracking number and log it in.
2. Provide the records or provide notice that the records are available for inspection. If the record requested is available on the OCPHD's website, the response may include a specific link to the document.
3. Seek clarification or refinement of the request if needed to identify the record requested and provide to the greatest extent possible a reasonable estimate of the time the agency will require to respond to the request if the request is not clarified. The Public Records Officer or designee may revise the estimate of when records will be available. Such clarification may be requested and provided by telephone.
4. Indicate that OCPHD does not have any responsive records.
5. Indicate that any responsive records are exempt from disclosure and provide an exemption/redaction log of the withheld records (or portions of the record that have been redacted).
6. The Public Records Officer or designee will evaluate the request according to the nature of the request, volume, and availability of requested records. Provide a reasonable estimate of when the records request can be fulfilled. For large requests that will be filled in installments, the response will also indicate when the first installment will be made. When providing a reasonable estimate of time required to fulfill a public records request, the Public Records Officer or designee may take into account the time required to refine or clarify a request, locate or retrieve requested records, redact or withhold exempt records, and create associated documentation, consult with appropriate staff or legal advisor regarding potential exemptions, and notify third parties or other agencies of requests for records of a sensitive nature consistent with the provisions of RCW 42.56.540.
7. Deny the request, if authorized by the PRA.

**Note:** Mail, e-mail, and faxes will be considered received on the date the form is stamped “received”, not on the date sent. In calculating five (5) business days, the following are not counted: Saturdays, Sundays and holidays.

**B. Extensions.** During OCPHD’s search for responsive records, if the Public Records Officer, designee, or employee performing the search determines that an extension to the estimated response timeline is warranted, such extension shall be communicated to the requester, in writing, as soon as possible. Any response time extension shall be reasonable in light of the complexity of the search and ability of OCPHD staff to simultaneously continue performing their regular daily tasks.

**C. Protecting Rights of Others.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the Public Records Officer or designee 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 may include a copy of the request.

**D. Records Exempt from Disclosure.** Some records are exempt from disclosure, in whole or in part. If OCPHD believes that a record is exempt from disclosure and should be withheld, the public records officer or their designee will state the specific exemption, cite the relevant statute, and provide a brief written 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 nonexempt portions, and indicate to the requester why portions of the record are being redacted. Explanation of exemptions are generally provided to the requester simultaneously with the responsive records and closing communication in an exemption/redaction log.

**E. Inspection of Records.**

1. Consistent with other demands, OCPHD shall provide space to inspect public records by appointment.
2. The requester must claim or review the assembled records within 30 days of OCPHD’s notification to him or her that the records are available for inspection or copying. OCPHD will notify the requester in writing or via email of this requirement and inform the requester that he or she should contact OCPHD to arrange to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the 30-day period or make other arrangements, OCPHD may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

**F. Providing Copies of Records.** After inspection is complete, the Public Records Officer or designee shall make the requested copies or arrange for copying. Where and if OCPHD will charge for copies, the requester must pay for the copies.

**G. Protection of Records.** In order for Public Records to be protected from damage or disorganization as required by the PRA, the following procedures and practices are hereby instituted:

1. No member of the public may remove any documents from the viewing area of OCPHD;
2. No public records shall be removed from the office of OCPHD;

3. Inspection of any public records shall be conducted in the presence of the Public Records Officer or designee;
4. No public record may be marked, defaced, torn, damaged, destroyed, altered, disassembled, unreasonably disorganized or removed from its proper location or order by a member of the public;
5. No member of the public may carry with them any materials or devices that could be used to record or copy the public records they are inspecting unless authorized by the Public Records Officer or designee;
6. Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by OCPHD staff; and
7. The requester may request OCPHD to make copies of the public records and they may be copied only on the copying machines of OCPHD unless other arrangements are made by the Public Records Officer or designee.

**H. Providing Records in Installments.** When the request is for a large number of records, the Public Records Officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within 30 days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer or their designee may stop searching for the remaining records and close the request.

**I. Completion of Inspection.** When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee will indicate, in writing, that OCPHD has completed a diligent search for the requested records and made any located nonexempt records available for inspection.

**J. Closing Withdrawn or Abandoned Request.** When the requester either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill his or her obligations to inspect the records, pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the Public Records Officer or designee will close the request and, unless OCPHD has already indicated in previous correspondence that the request would be closed under the above circumstances, indicate to the requester that OCPHD has closed the request.

**K. Later Discovered Documents.** If, after OCPHD has informed the requester that it has provided all available records, and OCPHD becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requester of the additional documents and provide them on an expedited basis.

**L. Requests for "All Records".** A public records request must be for identifiable records. A request for "all or substantially all" OCPHD records is not a valid request for identifiable records.

**M. Multiple Requests by the same party.** When the same requester simultaneously submits separate requests or makes one or more additional requests when previous requests are open, the Public Records Officer or their designee may queue the requests in the order in which they are received. OCPHD staff is not required to work on additional requests until the initial requests are completed and closed. Requesters are responsible for informing the Public Records Officer or designee if they want to

reprioritize the fulfillment of their requests. OCPHD staff shall acknowledge each request with separate 5-day response.

**N. Creating Records.** A public record request only applies to records that exist at the time of the request. The PRA does not apply to requests for information, nor does it require OCPHD to create a new record. Requesters cannot make "standing" PRA requests. OCPHD is not obligated to create a new record to satisfy a records request; however, OCPHD may, in its discretion, create such a new record to fulfill the request where it may be easier for OCPHD 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.

**O. No duty to supplement responses.** OCPHD is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created or comes into the possession of OCPHD after a request is received by OCPHD it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

**P. Order of Response.** Fulfillment of requests shall be processed in the order that provides the timeliest response. Requests may be fulfilled in the order of receipt as long as easily fulfilled requests are not postponed behind larger or more complicated requests strictly because they were received later.

**Q. Request for Metadata.** If OCPHD receives a request to specifically include metadata associated with OCPHD the Public Records Officer or designee will work with Okanogan County's IT Department to identify, gather, and produce the requested metadata.

## **Section 7: Processing of Public Records Requests – Electronic Records**

**A. Requesting Electronic Records.** The process for requesting electronic public records is the same as for requesting paper public records.

**B. Providing Electronic Records.** When a requester requests records in an electronic format, the Public Records Officer or designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by OCPHD, and is generally commercially available, or in a format that is reasonably translatable from the format in which OCPHD keeps the record. The volume of responsive records may dictate the method of delivery. For example, there may be limits within OCPHD's email system or the requester's email account with respect to the volume, size, or types of emails and attachments that can be sent or received. Installments will be compiled to provide the maximum number of records to the requester in each installment and will not be divided to comply with file size limits set by email accounts.

## **Section 8: Exemptions**

The PRA provides that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying. In addition, there are other statutes not listed in Chapter 42.56 RCW which may exempt or prohibit disclosure of certain documents. Documents are exempt from disclosure if any other statute exempts or prohibits disclosure. As previously stated, all

exemptions and redactions of records shall be identified in an exemption/redaction log provided with the request.

For a comprehensive list of exemptions, see Appendix C of MRSC's PRA publication. The Code Reviser's Office also annually publishes a list of exemptions contained in the RCW, which can be accessed on the Attorney General's Sunshine Committee webpage.

## **Section 9: Costs of Providing Copies of Public Records**

### **A. Inspection**

1. No fee shall be charged for the inspection of public records.

**B. Statutory Default Costs.** If a request for records is estimated to cost \$10.00 or less, OCPHD may choose to waive the costs." OCPHD is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: OCPHD does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential OCPHD functions; and through the legislative process, the public and requesters have commented on and been informed of authorized fees and costs provided in the PRA including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the PRA, it is more cost efficient, expeditious and in the public interest for OCPHD to adopt the state legislature's approved fees and costs for most of OCPHD's records, as authorized in RCW 42.56.120(2)(b).

**C. Copies.** OCPHD will charge the current fee pursuant to State statute for standard black & white photocopies. See OCPHD's current fee schedule. Fee schedule is available at OCPHD's office and/or online at: [www.okanogancounty.org/government/public\\_health/index.php](http://www.okanogancounty.org/government/public_health/index.php).

**D. Processing Payments.** Before beginning to make the copies or processing a customized service, the Public Records Officer or designee may require a deposit of up to 10 percent of the estimated costs of copying all the records selected by the requester. The Public Records Officer or designee may also require the 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. OCPHD will not charge sales tax when it makes copies of public records.

**E. Costs of Mailing.** OCPHD may also charge actual costs of mailing, including the cost of the shipping container.

**F. Payment.** Payment may be made by cash, check, money order, or credit card used in person to Okanogan County Public Health District.

## **Section 10: Denial of Requests for Public Records**

**A. Petition for internal review of OCPHD's denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records

Officer or their designee for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.

**B. Consideration of Request for Review.** The Public Records Officer or their designee shall promptly provide the petition and any other relevant information to OCPHD's attorney or his or her designee to conduct the review. The attorney or his or her designee will consider the petition and either affirm or reverse the denial within two business days following the attorney's receipt of the petition, or within such other time as the attorney or his or her designee and the requester mutually agree to.

## **Section 11: Index of Public Records**

For the reasons stated in Resolution 2024-02, incorporated herein by reference, OCPHD finds that maintaining an index for use by the public would be unduly burdensome and would interfere with agency operations given the high volume, various locations, and types of public records received, generated, and otherwise acquired by OCPHD.

## **Section 12: Disclaimer of Liability**

Neither OCPHD nor any employee, or associated official of OCPHD shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy. This policy is not intended to expand or restrict the rights of disclosure or privacy as they exist under state and federal law. Despite the use of any mandatory terms such as "shall," nothing in this policy is intended to impose mandatory duties on OCPHD beyond those imposed by state and federal law.

[Remainder left intentionally blank]

## Statutes Exempting or Prohibiting Public Record Disclosure

RCW 42.56.070(2)

This document is intended to serve as a current list containing laws that Okanogan County Public Health District (OCPHD) commonly references to exempt public disclosure of specific information or records which it receives, maintains, or creates as part of conducting business. More than one exemption may apply to specific information or records. OCPHD's failure to list an exemption shall not affect the efficacy of any exemption.

For a comprehensive list of exemptions, see Appendix C of MRSC's PRA publication. The Code Reviser's Office also annually publishes a list of exemptions contained in the RCW, which can be accessed on the Attorney General's Sunshine Committee webpage.

Exemption	Brief Description	Statute/Rule/Case
Personal Information	Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients.	42.56.230(1); 42.56.230(7)
Attorney-Client Privilege & Attorney Work Product	Communication to and from client or attorney for the purpose of obtaining legal advice. Communication between members of the client agency for the purpose of gathering information to obtain legal advice or to convey attorney-client communications.	RCW 5.60.060(2)(a); RCW 42.56.210; RCW 42.56.070(1)
Records Pertaining to Healthcare, Including Mental Health Services	Health care information is personal and sensitive information that if improperly used or released may do significant harm to a patient's interests in privacy, health care, or other interests. It is the public policy of this state that a patients' interest in the proper use and disclosure of the patient's health care information survives even when the information is held by persons other than health care providers.	RCW 10.77.210; RCW 70.02.005(1)&(4); RCW 70.02.020; RCW 70.02.030; RCW 70.02.230; RCW 70.02.270; RCW 42.56.360
Security	Regarding the public and private infrastructure and security of computer and telecommunications networks, consisting of security passwords, access codes and programs.	RCW 42.56.420
Non-Business-Related Emails-Public Employees	Personal emails or messages sent on an OCPHD device may be "public record" if OCPHD has some use or purpose in retaining them, such as retention for termination or litigation. However, if the content is personal unrelated to a government purpose and of no public interest, the content is exempt from public disclosure.	<i>Tiberino v. Spokane County</i> , 103 Wn. App. 680, 13 P.3d 1104 (2000)

Exemption	Brief Description	Statute/Rule/Case
Public Employees/Volunteers	All applications for public employment other than for vacancies in elective office, including names of applicants, resumes and related materials. 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: residential addresses, telephone numbers, personal email addresses, SSN's, driver license numbers, payroll deductions, emergency contact info and dependents info	RCW 42.56.250
Right to Privacy/Personal Information	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. Personal information in files maintained for employees, appointees or elected officials of any public agency to the extent that disclosure would violate the right to privacy.	RCW 42.56.050; <i>Bainbridge Island Police Guild v. City of Puyallup</i> , 172 Wash.2d 398 (2011); RCW 42.56.230(3)
Employment Security Department Records	Information related to employment security is exempt from disclosure.	RCW 50.13; RCW 50A.25; RCW 42.56.410
Child Support Records	Information and records concerning individuals who owe a support obligation or for who support enforcement services are being provided.	RCW 26.23.120
Child Welfare Records	Child welfare records are confidential and exempted from the PRA. Other agencies authorized to exchange information with Child Welfare Services may not further disseminate or release the information	RCW 13.50.100; RCW 26.44.030
Child Victims and Witnesses	Child victims and witnesses have the right to not have their names, addresses, nor photographs of the living child victim or witness disclosed.	RCW 42.56.240; RCW 7.69A.030(4)
Complainants Anonymity	Information revealing the identity of persons who file complaints with investigative agencies. If at the time a complaint is filed, the complainant indicates a desire for disclosure or nondisclosure, such desire shall govern.	RCW 42.56.240(2)