PUBLIC RECORDS REQUEST PROGRESSION

Request Received

- Tracking Log
- Calendar Significant Dates
- PRA Request Number
- 5 day Response (RCW 42.56.520)
- Incorrect Agency
- Document Preservation / Hold Notice

Gather Records

- Search Plan: Who, What, Where, When
- Search Requirements
- Document Search - Check Lists
- Private Devices
- Metadata
- Installments

Review Records

- Review Each Document
- Exemptions
  - PRA Specific
  - Other Statutes (State or Federal)
- Exemption/Withholding Log
- 3rd Party Notice

Additional Installments

Deliver Records

- Fee Schedule
- Links
- Numbering and Tracking
- Methods of Records Delivery
- Preservation and Retention

Close Request

- Document Completion Date
- Identify Retention/Disposition Date
- Prepare Electronic and Hard Copy Files for Storage

1/25/2019