

<b>Policy Title</b>	Public Records		
<b>Approval Date</b>	April 21, 2026	<b>Revision Date</b>	
<b>Related Policies</b>			
<b>Statutory Reference</b>	RCW 42.56		
<b>Purpose</b>	Defines the Lopez Island Library District's Rules of Procedure in compliance with the Public Records Act of Washington State.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Lopez Island Library District ("LILD" "Library") policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

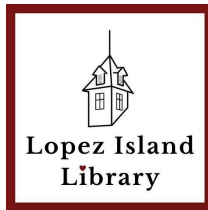
**Policy:**

**AUTHORITY AND PURPOSE**

1. Public Records Act. The Public Records Act, Chapter 42.56 RCW ("Act") requires the Lopez Island Library District (LILD) 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.

2. 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 LILD staff that are designed to assist members of the public in obtaining such access.

3. 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 LILD will be guided by the provisions of the Act describing its purposes and interpretation.

#### CONTACT INFORMATION - PUBLIC RECORDS OFFICER

1. Lopez Island Library District Administrative Offices. The LILD Administrative Offices are located at 2225 Fisherman Bay Rd, Lopez Island, WA 98261.

2. Public Records Officer. The LILD has designated the Assistant Director as the Public Records Officer. Any person wishing to inspect LILD public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Lopez Island Library District  
2225 Fisherman Bay Rd  
Lopez Island, WA 98261  
Phone: 360-468-2265  
librarian@lopezlibrary.org

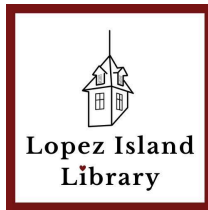
3. Duties and designee. The Public Records Officer shall oversee compliance with the Act, but other LILD staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.

#### AVAILABILITY OF PUBLIC RECORDS

1. Business hours. Public records shall be available for inspection and copying during the LILD's normal business hours, excluding LILD holidays. LILD 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.

2. 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)

3. Organization of records. The LILD shall maintain its records in a reasonably organized manner, and shall take reasonable actions to protect records from damage and disorganization. A requester shall not take LILD public records from the LILD's office, or from a location designated



by the Public Records Officer, without the permission of the Public Records Officer.

4. 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 LILD shall make the request in writing on the 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

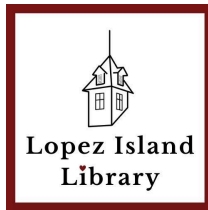
4. Whether the requester is seeking to inspect the record(s) or if copies are being Requested.

5. Notice of request. A requester must provide the LILD 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.

6. 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.

7. 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.

8. 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 will require the requester to complete and submit a



“Commercial Purpose Declaration” prior to processing the request. The LILD is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8) or succeeding versions.

#### PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL

1. Providing access and assistance. These Rules identify how the LILS 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.

2. 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.

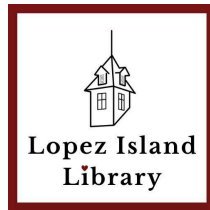
3. Acknowledging and fulfilling requests. Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

1. Provide the records available for inspection or copying;
2. Provide an internet address and link on the LILD’s website to the specific records requested;
3. Acknowledge receipt of the request and provide a reasonable estimate of time the LILD 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.

4. Clarification. If the request is unclear or does not sufficiently identify the requested records, the LILD 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 LILD need not respond to it.

5. Failure to respond. If the LILS 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.

6. 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.

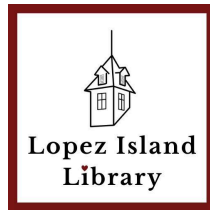
7. Redaction. Some records are exempt from disclosure, in whole or in part. If the LILD believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is 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.

8. Access to and preserving records. The LILD 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 LILD's website, the LILD shall allow the requester to view the records using a LILD computer designated for the public inspection of records.

9. Consequence of failure to review request. The requester must claim or review the assembled records within thirty (30) days of the LILD's notification to the requester that the records are available for inspection or copying. The LILD will notify the requester in writing of this requirement, and the requester must contact the LILD 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 LILD may close the request and re-file the assembled records.

10. Copying request. After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.

11. 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.

12. 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 LILD has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

13. 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 LILD has closed the request.

14. Later discovered records. If, after the LILD has informed the requester that it has provided all available records, the LILD 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.

15. Consequence of disclosing record in error. The LILD, and its officials and employees are not liable for loss or damage based on release of a public record if the LILD official or employee acted in good faith in attempting to comply with the Act.

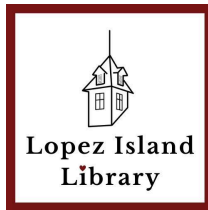
16. No duty to create records. The LILD is not obligated to create a new record to satisfy a records request; however, the LILD may, in its discretion, create such a new record to fulfill the request where it may be easier for the LILD to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

17. No duty to supplement responses. The LILD is not obligated to hold current records requests open to respond to requests for LILD public records that may be created in the future. If a public record is created or comes into the possession of the LILD after a request is received by the LILD, 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

1. Processing electronic records. The process for requesting electronic public records is the same as for requesting paper public records.

2. 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

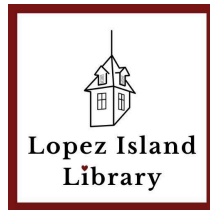


locatable in an electronic format that is used by the LILD and is generally commercially available. The LILD has no duty to scan paper copies of records into electronic documents. If the LILD elects to do so, however, it may charge the requester according to the fee schedule set forth in Exhibit A.

#### 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 LILD has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The LILD's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2) or succeeding versions. 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 LILD 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 or succeeding versions.
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 or succeeding versions.
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 or succeeding versions.
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 or succeeding versions.
5. Financial, commercial, and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the LILD within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270 or succeeding versions.



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 LILD action. RCW 42.56.280 or succeeding versions.

7. Work product: Records which are relevant to a controversy to which the LILD 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 or succeeding versions.

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 or succeeding versions.

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) or succeeding versions.

10. Medical records: Medical records in employee personnel files. Chapter 70.02 RCW or succeeding versions.

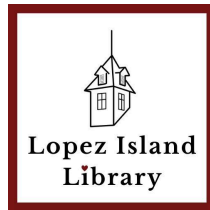
11. Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.

Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1) or succeeding versions. 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 LILD'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

1. Location/Inspection of records. There is no fee to locate or inspect public records.

2. 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 LILD'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 LILD functions.

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

3. Off-site vendor copying. If the LILD 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 LILD 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 LILD for the copies made.

4. 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 LILD shall not charge sales tax when it makes copies of public records, unless required by law to do so.

5. Facsimile/Mail. The LILD shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.

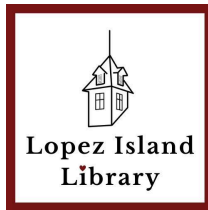
6. Certified copies. Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.

7. 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 LILD.

#### RETENTION OF RECORDS

The LILD 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



1. 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.

2. District response to petition. The Public Records Officer shall promptly provide the petition and any other relevant information to the LILD's attorney. The LILD'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.

3. Judicial review. The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 or succeeding versions 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 LILD equipment to photocopy public records \$0.15 per page

Public records scanned into electronic format or for the use of LILD 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 LILD Actual cost

#### EXHIBIT B

Washington State Statutes (or succeeding versions of said statutes)

RCW 2.64.111 Judicial conduct commission investigations of judges and initial proceedings

RCW 4.24.550 Information on sex offenders

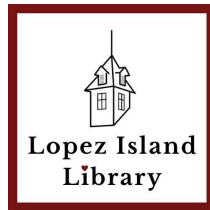
RCW 4.24.601 and .611 Trade secrets and confidential research, development or commercial information re products or business

RCW 5.60.060 Privileged communications

RCW 5.60.070; RCW

7.07.070 Mediation records

RCW 7.68.140 Victims' compensation claims



RCW 7.69A.030(4) Name, address and photograph of child victim or child witness

RCW 7.69A.050 Child victims and witnesses of certain crimes – protection of address

RCW 7.75.050 Records of Dispute Resolution Centers

RCW 9.02.100 Reproductive privacy

RCW 9.41.097(2) Mental health information re persons buying pistols or applying for CPLs

RCW 9.41.129 Concealed pistol license applications

RCW 9.73.230 Name of confidential informants in written report on wire tapping

RCW 9.51.050 Disclosing transaction of grand jury

RCW 9.51.060 Disclosure of grand jury deposition

RCW 9.73.090(1)(c) Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation

RCW 9A.44.138 Offender registration information given to high school or institution of higher education re an employee or

RCW 9A.82.170 Financial institution records re criminal profiteering act

RCW 10.27.090 Grand jury testimony/evidence

RCW 10.27.160 Grand jury reports – release to public only by judicial order

RCW 10.52.100 Records identifying child victims of sexual assault

RCW 10.77.205 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

RCW 10.52.100 Records identifying child victim of sexual assault

RCW 10.77.210 Records of persons committed for criminal insanity

RCW 10.97.040 Criminal history information released must include disposition, with some exceptions

RCW 10.97.050 Conviction and criminal history information

RCW 10.97.060 Deletion of certain criminal history record information, conditions

RCW 10.97.070 Disclosure of identity of suspect to victim

RCW 10.97.080 Inspection of criminal record by subject

RCW 10.97.130 Information about victims of sexual assault under age eighteen

RCW 10.101.020(3) Information given by an accused regarding determination for indigent defense

RCW 13.34.115 Court dependency proceedings

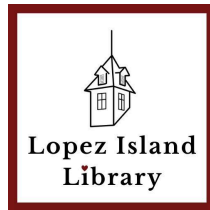
RCW 13.40.217 Juveniles adjudicated of sex offenses – release of information

RCW 13.50.010 Maintenance of and access to juvenile records

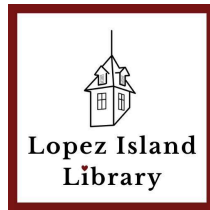
RCW 13.50.050 Juvenile offender records

RCW 13.50.100 Juvenile/children records not relating to offenses

RCW 13.60.020 Missing children or endangered person information



- RCW 18.04.405 Confidentiality of information gained by CPA
- RCW 18.19.060 Notification to clients by counselors
- RCW 18.19.180 Confidential communications with counselors
- RCW 19.215.020 Destruction of personal health and financial information
- RCW 19.34.240(3) Private digital signature keys
- RCW 19.215.030 Compliance with federal rules
- RCW 26.04.175 Name and address of domestic violence victim in marriage records
- RCW 26.12.170 Reports of child abuse/neglect with courts
- RCW 26.23.050 Child support orders
- RCW 26.23.120 Child support records
- RCW 26.26.041 Uniform Parentage Act – protection of participants
- RCW 26.26.450 Confidentiality of genetic testing
- RCW 26.33.330 Sealed court adoption records
- RCW 26.33.340 Agency adoption records
- RCW 26.33.343 Access to adoption records by confidential intermediary
- RCW 26.33.380 Adoption – identity of birth parents confidential
- RCW 26.44.010 Privacy of reports on child abuse and neglect
- RCW 26.44.031 Information related to reports of child abuse or neglect
- RCW 26.44.125 Reports, reviews and hearings related to a review of abuse
- RCW 27.53.070 Records identifying the location of archaeological sites
- RCW 29A.08.720 Voter registration records – place of registration and any decision not to register to vote confidential
- RCW 29A.08.710 Voter registration records – certain information exempt
- RCW 35.102.145 Municipal business and occupation tax – local ordinance can protect return or tax information
- RCW 36.28A.060(8) Tactical and intelligence information provided to WASPC
- RCW 39.10.470(2) 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
- RCW 39.10.470(3) Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
- RCW 42.23.070(4) Municipal officer disclosure of confidential information prohibited
- RCW 42.41.030(7) Identity of local government whistleblower
- RCW 42.41.045 Non-disclosure of protected information (whistleblower)
- RCW 43.43.762 Contents of statewide criminal street gang database
- RCW 46.52.065 State toxicologist records relating to analyses of blood samples
- RCW 46.52.080 Traffic accident reports – confidentiality



RCW 46.52.083 Traffic accident reports – available to interested parties

RCW 46.52.120 Traffic crimes and infractions – confidential use by police and courts

RCW 46.52.130(2) Abstract of driving record – limited disclosure

RCW 48.62.101 Local government insurance/risk management liability reserve funds established to settle claims

RCW 50.13.060 Access to employment security records by local government agencies

RCW 50.13.100 Disclosure of confidential employment security records allowed if identifying information deleted or with consent

RCW 51.28.070 Worker’s compensation records confidential – limited disclosure

RCW 51.36.060 Physician information on injured workers

RCW 60.70.040 No duty to disclose record of common law lien

RCW 68.50.105 Autopsy reports – confidential – limited disclosure

RCW 68.50.320 Dental identification records – available to law enforcement agencies

Ch. 70.02 RCW Medical records – access and disclosure – entire chapter (information from HC providers)

RCW 70.05.170 Child mortality reviews by local health departments

RCW 70.24.022 Public health agency information regarding sexually transmitted disease investigations – confidential

RCW 70.24.024 Transcripts and records of hearings regarding sexually transmitted diseases

RCW 70.28.020 Local health department TB records – confidential

RCW 70.41.200 Hospital quality improvement committee records and accreditation reports

RCW 70.48.100 Jail records and booking photos

RCW 70.58.055 Birth certificates – certain information confidential

RCW 70.58.104 Vital records, research confidentiality safeguards

RCW 70.94.205 Washington Clean Air Act – confidentiality of data.

RCW 70.96A.150 Registration and other records of alcohol and drug abuse treatment programs

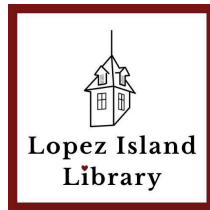
RCW 70.123.075 Client records of domestic violence programs

RCW 70.125.065 Records of community sexual assault program and underserved populations provider in discovery

RCW 71.05.425 Notice of release or transfer of committed person after offense dismissal

RCW 71.05.445 Release of mental health information to Dept. of Corrections

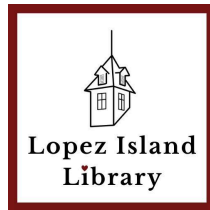
RCW 71.05.620 Access to court records related to mental health cases under chapter 71.05 RCW



RCW 71.24.035(5)(g) Mental health information system – state, county and regional support networks – confidentiality of client records  
RCW 71.34.335 Mental health treatment of minors – records confidential  
RCW 71A.14.070 Records regarding developmental disability – confidentiality  
RCW 72.09.345 Notice to public about sex offenders – department of corrections access to information  
RCW 72.09.585 Disclosure of inmate records to local agencies – confidentiality  
RCW 73.04.030 Veterans discharge papers exemption (see related RCW 42.56.440)  
RCW 74.04.060 Applicants and recipients of public assistance  
RCW 74.04.520 Food stamp program confidentiality  
RCW 74.13.075(5) Juvenile’s status as a sexually aggressive youth and related info  
RCW 74.13.280 Children in out-of-home placements – confidentiality  
RCW 74.20.280 Child support enforcement – local agency cooperation, information  
RCW 74.34.095 Abuse of vulnerable adults - confidentiality of investigations and reports  
RCW 82.32.330 Disclosure of tax information  
RCW 84.36.389 Confidential income data in property tax records held by assessor  
RCW 84.40.020 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

---

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.