

# SNOPAC

## Public Records Disclosure Policy

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### PUBLIC RECORD DISCLOSURE

**POLICY:** The disclosure of SNOPAC records will be governed by appropriate state and local regulations and the procedures outlined in this policy.

**BUSINESS NECESSITY FOR THIS POLICY:** The following information will help to provide an understanding of the dissemination of information and how it pertains to public record disclosure.

#### **PROCEDURE:**

**Requests for Inspection and/or Copying of Public Records:** Public records requests are encouraged to be made in writing. The Request Form may be submitted in person, via US mail, email or fax. Requests must identify and describe the records being sought with reasonable specificity. Any requests that are overly broad, or unclear will be returned for clarification.

**Response to Requests for Public Records Inspection and/or Copying:** SNOPAC shall respond to requests in a reasonable time for inspection and/or copying of public records. Within five (5) business days of receiving the request we will respond by:

1. Providing the record(s), in whole or in redacted form; **OR**
2. Acknowledging the receipt of the request and providing a reasonable estimate of time required to respond to the request; **OR**
3. Denying the request and providing a written statement of specific reasons, including the statutory basis for the denial and a brief explanation of why it applies.

**Abandoned Requests:** If a requestor has not reviewed or claimed records within 30 days of notice that the records are available or fails to make payment, SNOPAC may close the request.

**Large Requests:** For large requests, SNOPAC may:

- Require a deposit of up to 10% of the estimated cost
- Provide copies/scans in installments
- Require advance payment prior to providing further installments

**Appeal Process:** If you feel that information has been withheld, you may file a written appeal with the SNOPAC Director within five (5) business days from the date of this letter. The appeal must include your name and address and a copy of this letter together with a brief statement identifying the basis of the appeal.

**Please mail or deliver your appeal to:**

SNOPAC  
Attention: Executive Director  
1121 SE Everett Mall Way, Suite 200  
Everett, Washington 98208

**Records Exempt from Public Inspection and Copying:** Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to any documents withheld or redactions made.

If requested records contain information that may affect rights of others, before providing the records, SNOPAC may give notice and allow ten (10) business days for action by other parties.

Some common exemptions and their corresponding RCW's are:

**Public Records Act Exemptions:**

RCW 42.56.230	Personal Information
RCW 42.56.240	Investigate, law enforcement, and crime victims
RCW 42.56.250	Employment and licensing
RCW 42.56.270	Financial, commercial, and proprietary information
RCW 42.56.280	Preliminary records containing opinions or policy formulations
RCW 42.56.360	Health care
RCW 42.56.420	Security

**Exemptions Outside the Public Records Act:**

RCW 4.24.550	Information on sex offenders
RCW 5.60.060	Privileged communications
RCW 7.68.140	Records regarding victims of crimes
RCW 7.69A.030	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses - addresses
RCW 9.94A.612	Victim/witness notification records
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.130	Names of victims of sexual assault who are 18 years of age or younger
RCW 13.50.050	Juvenile offenders
RCW 26.44.010	Privacy of reports on child abuse/neglect
RCW 42.52.065	Blood sample analysis done by State toxicology
RCW 46.52	Traffic crimes, infractions, accidents – confidentiality
RCW 70.02	Medical Records
RCW 74.34.040	Identity of person making report on abuse of a vulnerable adult

**Selected Federal Confidentiality Statutes and Rules:**

18 USC § 2721 – 2725	Driver and License Plate Information
42 USC 405(c)(2)(vii)(1)	Limits on Use and Disclosure of Social Security Numbers
45 CFR 160-164	HIPAA Privacy Rule

**800 MHz REQUESTS:**

1. Requests for 800 MHz frequency assignments will be referred to the FCC website.
2. SNOPAC will limit itself to providing a list of talk groups for only the agencies we serve. SERS will provide information about regional talk groups or technical questions. All requests will be referred to the Operations Manager for processing.

**COPYING/REPRODUCTION COSTS OF AGENCY PUBLIC RECORDS:**

1. Agency copying/scanning fee for documents and CAD reports is \$0.15 per copy and \$0.10 per scan. Postage and a special mailing envelope, if required, may be additional (RCW 42.56.070(8)). The copying/scan charge of \$3.00 and under will be waived.
2. Copies of the audio of 9-1-1 radio and telephone traffic are charged at a flat rate of \$5.00 per CD. The copying charge of \$5.00 and under will be waived. (RCW 42.56.070(7)(b)).
3. Payment is received by cashier's check or money order. SNOPAC does not accept credit cards.

**RECORDS RETENTION AND STORAGE:** 9-1-1 master recordings are retained for (90) days as provisioned by the Secretary of State Retention Schedule Guidelines (RCW 40.14). All master recordings are secured in locked storage and are accessible by the Records Custodian or designee.