

CHAPTER 1 – GUIDANCE FOR TRACKING DATA

- **METRIC 5: Average time *estimate* provided for full disclosure as compared to average *actual* time to provide full disclosure**
[ESHB 1594, Sec. 6(5)(d)]

To respond to this metric an agency will need to provide the following information:

- Number of public records requests where the agency's initial response provided an **estimate of when full disclosure** of the responsive records would be provided. Of this subset of public records requests, also provide:
 - Average time ***estimate*** provided for full disclosure
 - Average ***actual*** time taken to provide full disclosure.
- Please include in the count **only** those that received an estimate of when **full disclosure** would be provided. Do NOT include in this count requests that were closed within five days of receiving the request or those requests that received an estimate of when the first installment would be made.
- To determine the average initial estimated time provided to the requester, add together the initial estimated time for full disclosure provided for each request. Divide that figure by the number of requests where an initial estimate of time for full disclosure was provided. The result will be the average initial estimated time for full disclosure. Follow the same approach for determining the average actual time taken to provide full disclosure. For example:

Request	Estimated Time to Full Disclosure (in days)	Actual Time to Full Disclosure (in days)
1	10	6
2	10	8
3	21	22
4	21	20
5	21	21
6	21	15
7	21	18
8	30	30
9	30	30
10	30	30
TOTAL	215	200

In this example, the average estimated time to full disclosure would be 21.5 days (215 total days ÷ 10 requests) and the actual time to full disclosure would be 20 days (200 total days ÷ 10)