

PUBLIC RECORDS METRIC GUIDANCE

METRIC 3

Average and median number of days from receipt of request to the date the request is closed.

[RCW 42.14.026\(5\)\(c\)](#)

To respond to this metric, agencies will need to provide the following data:

- The total number of requests for which there was a final disposition during the reporting period.
- The total number of days to final disposition. Determining this number will require you to do the following:
 - Determine the number of days between the date the request is received and the date of final disposition for **each request** for which there was a final disposition during the reporting period. This metric can be derived from data maintained in an agency's Public Records Requests log. [ESHB 1594, Sec. 6\(4\)](#) requires that public agencies must maintain a log that tracks, among other data, the date each request is received and the date of final disposition of each request.
 - These totals should be added together to calculate a **total number** of days to final disposition.
- The median number of days from receipt of request to the date the request is closed.
 - The median is the "middle" of a sorted list of numbers.
 - To find the median, place the numbers in value order and find the middle. Excel can do this calculation for you. See [here](#) for instructions on calculating a median in Excel.

For purposes of this metric, the "date of final disposition" is considered the same as the date the request is closed. If you choose to calculate the data required for this metric using a source other than the Public Records Request log, please calculate the number of days between the date the request is received and the date the request is closed. (See [Metric 1](#) for a more detailed definition of the term "closed.")

The reporting system will calculate an average number of days to final disposition based on these two data points.

$$\begin{aligned} & \text{Number of days to final disposition} / \text{Number of requests closed} \\ & = \text{Average number of days to final disposition} \end{aligned}$$

Some agencies are concerned that a small number of unusually large records requests may result in a skewed response to this metric. In response to requests from these agencies, we have added a text box to allow agencies to describe any unusual activity that may have skewed the results reported for this metric. In addition, reporting on the median days will help identify when unusually large requests may impact average response times.