Instructions for Public Records Data Collection

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Who must report?
Agencies with at least $100,000 of staff and legal costs associated with fulfilling public records requests in the preceding fiscal year.

Need help?
Please review our Agency Guidance document, Revisions to Agency Guidance document, and FAQ document. Additional questions may be directed to JLARCPublicRecStudy@leg.wa.gov.

How to find the reporting site
You can find JLARC’s online reporting system at http://app.leg.wa.gov/PublicRecordsReporting.

Logging into the reporting site
You will need a Washington State Legislature (WSL) public account to access the Public Records Data Collection Reporting System.

If you have a WSL Public Account, skip to page 5.

If you do not have a WSL public account follow these steps.
Screen shots are on the next page.

2. Click the Log In button.
3. Select “Create a new WSL account.”
   a. Enter your name, work email, and a password to create a Washington State Legislature (WSL) public account.
   b. Click the “create account” button.
4. You will receive an email to with a link to activate your account.
5. Follow the link to activate your WSL account.
6. Navigate back to the reporting site (http://app.leg.wa.gov/PublicRecordsReporting) and use the WSL account to log in.
7. Use the WSL account to access the Public Records Data Collection Reporting System.
Welcome to the Public Records Request Reporting System

Please review the instructions for reporting. If you are reporting for the first time, you will need to create a Washington State Legislature public account. Follow the link below to create this account. Once you have created this account, register with your phone number, job title, agency, city, county, and legislative district.

If you have any questions, please email JLARCPublicRecStudy@leg.wa.gov.
If you have a WSL public account
2. Click the Log In button.
3. Select “Public WSL Account.”
4. Provide your email and password, and click the Login button.

Logging in with your WSL public account
The first time you log in, you will be prompted to create a JLARC Profile. This profile creation is a onetime step, although you may edit it at any time.

1. Enter your name, work email, phone number, and job title.
2. Provide location information for your agency, including city/cities, county/counties, and legislative districts. Select the statewide checkbox if your agency operates statewide.
3. Select “Register,” to be taken to the landing screen of the Public Records Request Reporting System.
Declaring your reporting status

Declare Your Reporting Status – Not Reporting (Did not meet threshold)

To indicate the agency will not be reporting:

1. Select “Declare Your Reporting Status.”
2. A pop up will prompt you to select which statement applies to your agency for the 2019 reporting period.
3. Select “Did not meet the $100,000 threshold and will not report” and save.
4. Click the button “Submit reporting status to JLARC.”
5. A pop up will ask if you want submit the information to JLARC. Click OK.
6. Log out of the system.

You may change your reporting status any time before the September 1, 2020 reporting deadline by logging in and selecting “Change reporting status.”
Declare Your Reporting Status – Reporting

2019 reporting period
The 2019 reporting period is January 1, 2019 – December 31, 2019

To declare that you will report and begin entering data:

1. Select “Declare Your Reporting Status.”
2. A pop up will prompt you to select which statement applies to your agency for the 2019 reporting period.
3. Select either “Did not meet the $100,000 threshold and will voluntarily reporting” OR “Met the $100,000 threshold and will be reporting”
4. Click save.
5. Click “Begin with Baseline Data” to start the data entry.
6. If you are not ready to begin entering data, log out. You may log in to enter data up until the September 1, 2020 deadline.

You may change your reporting status any time before the September 1, 2020 reporting.

Please select the one that applies

- ○ Met the $100,000 threshold and will be reporting
- ○ Did not meet the $100,000 threshold and will voluntarily be reporting
- ○ Did not meet the $100,000 threshold and will not report

Save  Cancel
Begin with the baseline data

After declaring that you will report, click the “Begin with Baseline Data” button.

1. Enter baseline data into the four fields on the form.
   a. Please ensure that all data fields are as complete and accurate as possible.
   b. Detailed descriptions of each data field are in the Agency Guidance document.
2. Click the “Save” button.

See Entering Additional Data for next steps.

<table>
<thead>
<tr>
<th>Metric Description</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of open public records requests at the beginning of the reporting period</td>
<td></td>
</tr>
<tr>
<td>Of the number of requests open at the beginning of the reporting period, how many were closed during the reporting period?</td>
<td></td>
</tr>
<tr>
<td>Total number of public records requests received during the reporting period</td>
<td></td>
</tr>
<tr>
<td>Total number of public records requests closed during the reporting period</td>
<td></td>
</tr>
</tbody>
</table>

See the Agency Guidance document for detailed descriptions of each data field.
Entering additional data

Navigating the data entry

Metrics can be completed in any order. There are two ways to navigate through the forms:

1. Select “View Next Metric” at the top and bottom of the page to go to the next metric.
2. Select “View Summary Page” to view a list of all the metrics and their status.
   a. Select “Edit” to the right of the metric status to add or change information.

Note: Be sure to save your entries. If you save, you can also log out of the system without losing any information.
General instruction for entering data

1. Respond to all questions on each form.
2. Some fields are automatically calculated from baseline data.
3. Optional comment boxes are available for each metric if you wish to provide additional explanation about the data being reported.
4. Select “Save.” Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

Please see the appendix for step-by-step instructions for each metric.

Detailed data descriptions are in the Agency Guidance document.

Reviewing and submitting your report

When you have completed all metrics in the report:

1. Select “Review and Submit” from the summary page.
2. Review the report. If all of the information is correct, select “Submit Form to JLARC.”
   a. If the information is incorrect return to the summary page and select edit to the right of the metric that needs correction
   b. You may print the report for your records by selecting “Print.”
3. Select “OK” to submit the report to JLARC.

Your report has been successfully submitted. You will want to print the confirmation screen using your browser’s print button.
Changing the reporting status or report data after submission
The report may be edited and resubmitted until September 1, 2020. You also may change your reporting status.

Here's how:

1. Select “Change Reporting Status"
2. A pop up will prompt you to select which statement applies to your agency for the 2019 reporting period. Select either “Met the $100,000 threshold and will be reporting,” “Did not meet the $100,000 threshold and will voluntarily be reporting,” OR “Did not meet the $100,000 threshold and will not report." Select Save
3. If you selected “Met the $100,000 threshold and will be reporting,” OR “Did not meet the $100,000 threshold and will voluntarily be reporting” Select “Being with Baseline Data" to begin reporting.
4. If you selected “Did not meet the $100,000 threshold and will not report" Select “Submit reporting status to JLARC."
5. A pop up will ask if you want submit the information to JLARC. Select OK.
6. Log out of the system.
Appendix: Specific instructions for each metric

Metric 1

1. Enter the “Number of requests closed within five days”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save.”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 2

1. Enter the “Number of requests where an estimated response time beyond five days was provided.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 3

1. The “Number of requests with final disposition” shown is the number of requests closed from the baseline data. It is used as the denominator in the “average number of days to final disposition” calculation.
2. Enter the “Number of days to final disposition” and “Median number of days to final disposition.”
   a. The “average number of days to final disposition (calculated)” is a calculated field and is generated automatically.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Click “Save”
5. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 4

1. Enter the “Number of requests with additional clarification sought.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 5

1. Enter the “Number of closed requests that were denied in full,” “Number of closed requests that were partially denied or redacted,” and enter a minimum of one, maximum of ten, of the most common reason for denial.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 6

1. Enter the “Number of requests abandoned by requesters.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 7

1. Select “Add Requester Type” to open a pop up.
2. Select Requester Type from the drop down menu and enter total requests.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Select “Save.”
5. Repeat for each of the requester types that apply.
6. After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 8

1. Enter the “Number of requests that were fulfilled electronically,” “Number of requests fulfilled by physical records,” “Number of requests fulfilled by electronic and physical records,” and “Number of requests closed with no responsive records.”
   a. The total of these four input fields must equal the “Total number of public records closed during the reporting period” from Baseline Data.
   b. The “Percent of requests fulfilled electronically (calculated),” “Percent of requests fulfilled by physical records (calculated),” “Percent of requests fulfilled by electronic and physical records (calculated),” and “Percent of requests closed with no responsive records (calculated)” are calculated fields and are generated automatically.

2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.

3. Click “Save”

4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 9

1. Enter the “Number of requests where records were scanned.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 10

1. Enter the “Estimated total staff time in hours.”
   a. “Average estimated staff time in hours per request (calculated)” is a calculated field and is automatically generated.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 11

1. Enter the “Estimated total costs.”
   a. “Average estimated cost per request (calculated)” is a calculated field and is automatically generated.
2. If your agency applied an overhead rate in the calculation of estimated costs, check the box.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Click “Save”
5. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 12
Select either “Yes, there were claims filed alleging a violation of Chapter 42.56 RCW” or “No, there were no claims filed alleging a violation of Chapter 42.56 RCW.”

- If you select “No,” your answer is complete and you may continue to another metric.
  - An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
- Select “Next Metric” or “Return to Summary.”
- If you select “Yes,” then click “Add Claim” to add data to this metric.

Adding Claims:
1. Click the “Add Claim” button.
2. Select one or more claim violation type(s) from the dropdown list.
3. Select one or more claim violation exemption(s) from the second dropdown list.
4. Enter the “Total claims of violations.” Select “Save.”
5. Continue adding claims until all data has been entered
6. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
7. After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 13

1. Enter the “Total litigation costs.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 14

1. Enter the “Cost of agency staff who manage/retain records,” “Cost of systems that manage/retain records,” “Cost of services purchased for managing/retaining records,” and “Cost of systems/services for fulfillment of records requests.”
   a. “Total estimated cost for managing and retaining records (calculated)” is a calculated field and is automatically generated.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the Agency Guidance document.
Metric 15
Select either “Yes, there were expenses recovered from requesters,” or “No, there were no expenses recovered from requesters.”

- **If you select “No,”** your answer is complete and you may continue to another metric.
  - An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
  - Select “Next Metric” or “Return to Summary.”
- **If you select “Yes,”** then click “Add Expense Recovery” to add data.

Adding Recovered Expenses:

1. Click “Add Expense Recovery”
2. Enter “Total expenses recovered” and/or “Customized service charges.”
3. If you enter an amount for “Customized service charges,” you must also include a description of the service charges.
4. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
5. Select “Save.”

After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.