



REQUIREMENTS FOR REPORTING PUBLIC RECORDS DATA TO THE LEGISLATURE

Public records data reporting is required by state law

The 2017 Legislature required agencies subject to the Public Records Act to report performance data about their public records activities. The Joint Legislative Audit and Review Committee (JLARC) collects this data from agencies. Performance metrics include agency cost, staff time, and request response time.

Agencies that spend at least \$100,000 fulfilling records requests must report

State law requires agencies that spend at least \$100,000 fulfilling public records requests to report data. Other agencies may report voluntarily. Each agency is responsible for determining if they meet the \$100,000 expenditure threshold.

Report data through an online system

JLARC staff maintain an online reporting system to collect performance metric data from agencies. All agencies are encouraged to log into the system and indicate whether they meet the \$100,000 expenditure threshold for required reporting. Agencies that do not log into the system are listed in a briefing report to the Legislature.

For more information about the performance metrics and how to report data, please see JLARC's [agency guidance document](#).

REPORTING TIMELINE

JAN - DEC 2022

Agencies receive and track public records requests.

SPRING 2023

Agencies report data about their public records activities from the previous calendar year to JLARC.

JAN 2024

JLARC staff present the compiled data to the Committee and Legislature.

Data is reported to the Legislature each year

Every year, the submitted data is compiled into an interactive briefing report and presented to the Joint Legislative Audit and Review Committee and distributed to the Legislature. This report is available on JLARC's website.

FOR MORE INFORMATION



Visit the public records page on JLARC website at www.jlarc.leg.wa.gov/Pages/publicRecAdmin.aspx

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