

# PUBLIC RECORDS METRIC GUIDANCE

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## METRIC 1

Number of requests where the records were provided within five days of receiving the request

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

This metric collects the number of requests your agency provided records to within five days of receiving the request.

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

- Total number of requests during the reporting period that received records within five days.
- To respond to this question, “closed” means that all the public records requested were either:
  - delivered to the requester in person, postmarked, or otherwise sent out by the agency;
  - made available upon payment;
  - made available for on-site review;
  - made available for pickup;
  - the requester was sent a response informing the requester the agency has no responsive records or the records requested are exempt from disclosure.

**NOTE:** If the requested records were sent by private or public delivery service (e.g., US Postal Service, FedEx, etc.) they may be received by the requester outside the five-day period. In-transit days should not be included in this calculation.

“Closed” does not include requests that were provided an estimated response time (beyond the five days) or requests that required clarification (unless, once clarified, they were completed/closed within five days).