

PUBLIC RECORDS METRIC GUIDANCE

METRIC 5

Total number of requests denied in full or in part and the most common reasons for denying requests

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

To respond to this metric, agencies will be asked to provide two numbers:

- Number of requests closed in the reporting period that were denied in full
 - **Denied in full** means there are responsive records, but all records are withheld.
- Number of requests closed in the reporting period that were denied in part and/or where records provided included one or more redactions
 - **Denied in part** means that one or more responsive records are provided to the requester, but one or more records are withheld.
 - **Where records provided included one or more redactions** means that records were provided but were redacted. For the purposes of responding to this metric, a redaction is considered a denial of a portion of a record.

Please do not count each individual redaction as a separate denial. If the responsive records being provided to the requester include one or more redactions, please simply count that as one request.

Do not include requests where there were no responsive records.

In addition, agencies will be asked to provide the agencies' five to 10 most common reasons for denying requests during the reporting period.

There are multiple reasons for denying a request in full. Some reasons for denials in full might include:

- A categorical exemption applies.
- The agency is prevented from disclosing records because of a court injunction.
- The request was determined to be a "bot" request.