

PUBLIC RECORDS METRIC GUIDANCE

METRIC 6

Total number of requests abandoned by requesters

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

To respond to this metric, agencies will be asked to provide the total number of requests abandoned by requesters during the reporting period.

Examples of when a request may be considered abandoned include:

- The requester explicitly withdraws the request at any time during the fulfillment of the request.
- The requester fails to claim or review the records or an installment in a timely way.
- The requester fails to pay for requested files.
- The requester fails to respond to a request for clarification in a timely way.
- The requester does not timely provide a signed declaration that a list of individuals, as requested, will not be used for a commercial purpose. (See [RCW 42.56.070, Sec. 8](#))

For purposes of responding to this metric, a request may be considered abandoned at any appropriate time, up to the time when full disclosure would have been provided had not one of the examples above occurred.