

PUBLIC RECORDS METRIC GUIDANCE

METRIC 7

Total number of requests, by type of requester

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

To respond to this metric, agencies will be asked to indicate the number of requests received during the reporting period by type of requester, to the extent known by the agency.

- The reporting system will require a breakdown of the number of requests by the following requester types:
 - Individuals
 - Law firms
 - Organizations / Businesses
 - Insurers
 - Governments
 - Incarcerated persons
 - Media
 - Current or former employees
 - Other
 - Unknown / Anonymous (no information or insufficient information provided)

Agencies should only include data that is provided by the requester voluntarily, without prompting. Agencies should not query requesters about who they are or whether they represent any type of organization to respond to this metric.

To the extent known by your agency, if a requester is an employee but is requesting information unrelated to his or her employment, that requester should be counted as an “individual” not an “employee.”

NOTE: The JLARC system includes a validation edit to ensure that the number of requests identified on this chart match the total number of requests received identified in the baseline data and will alert the reporter if there is an inconsistency.