

## PUBLIC RECORDS METRIC GUIDANCE

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### METRIC 9

**Total number of requests where one or more physical records were scanned to create an electronic version to fulfill disclosure**

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

To respond to this metric, an agency will need to provide the number of requests closed during the reporting period that involved the scanning of one or more physical records to create an electronic version in order to fulfill the disclosure request.

- In calculating a total, the reason for scanning does not matter. The total number reported for this metric should include both:
  - the number of requests where documents were scanned because the requester **required** the records in an electronic format, and
  - the number of requests where the agency scanned the documents because production of the electronic version is **preferred** either by the agency or the requester.

In responding to this question, please include the total number of requests that involved document scanning, not the number of documents scanned. For example, if Agency A received a single request in the reporting period that asked for 10 one-page documents that are currently retained by the agency in paper form, and the agency scanned those 10 pages to provide to the requester, the response to this question would be “1”, not “10”.

This metric focuses only on instances when a paper document is scanned to create an electronic version of the document (e.g., a PDF). It does not include electronic records that are converted to another electronic format. For example, converting an email to a PDF document.