

# Instructions for Public Records Data Collection

Updated May 2023

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## Who must report?

Agencies with at least \$100,000 of staff and legal costs associated with fulfilling public records requests in the preceding fiscal year.

## Need help?

Please review our [Agency Guidance](#) document, [Revisions to Agency Guidance](#) document, and [FAQ document](#). Additional questions may be directed to [JLARCPublicRecStudy@leg.wa.gov](mailto:JLARCPublicRecStudy@leg.wa.gov).

## How to find the reporting site

You can find JLARC's online reporting system at <http://app.leg.wa.gov/PublicRecordsReporting>.

## Logging into to the reporting site

You will need a Washington State Legislature (WSL) public account to access the Public Records Data Collection Reporting System.

*If you have a WSL Public Account, skip to page [5](#).*

**If you do not have a WSL public account follow these steps.**

*Screen shots are on the next page.*

1. Access the reporting site at <http://app.leg.wa.gov/PublicRecordsReporting>.
2. Click the Log In button.
3. Select "Create a new WSL account."
  - a. Enter your name, work email, and a password to create a Washington State Legislature (WSL) public account.
  - b. Click the "create account" button.
4. You will receive an email to with a link to activate your account.
5. Follow the link to activate your WSL account.
6. Navigate back to the reporting site (<http://app.leg.wa.gov/PublicRecordsReporting>) and use the WSL account to log in.
7. Use the WSL account to access the Public Records Data Collection Reporting System.

**WASHINGTON STATE LEGISLATURE**

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Agendas, Schedules, and Calendars  
Legislative Committees  
Coming to the Legislature  
Legislative Agencies  
Legislative Information Center  
Email Updates (GovDelivery)  
View All Links

**Log in with your account from:**

**Public WSL Account**

**Non-Legislature State Employees** Additional Information

Create a new WSL account  
What is a WSL account?  
What do we do with your data? See our Privacy Policy

Cancel

**WASHINGTON STATE LEGISLATURE**

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Legislative Agencies  
Legislative Information Center  
Email Updates (GovDelivery)  
View All Links

**WSL Account Management: Create an Account**

First Name:

Last Name:

Email:  \* email address is required

Password:  Password Requirements:

- At least 8 characters
- At least 1 upper case character
- At least 1 lower case character
- At least 1 special character (e.g. #, \$, etc.)
- Passwords must match

Confirm Password:

**Create Account**

**WASHINGTON STATE LEGISLATURE**

Legislature Home

House of Representatives  
Senate  
Find Your District  
Laws & Agency Rules  
Bill Information

**WSL Account Management: Create an Account**

Your account has been created, but before you may log in, you need to activate the account.

An e-mail has been sent to [redacted] with instructions for activating your account.

You may close this window at any time.

Subject: WSLAccountManagement: Activate your account

Thank you for creating an account with the **Washington State Legislature**.

You need to activate your account before it can be used. To activate your account, click on [the following link](#)

If you have any questions about your account, please contact the Legislative Information Center at [support@leg.wa.gov](mailto:support@leg.wa.gov) or (360) 786-7573.

JLARC Public Records Reporting [RCW](#) [FAQ](#)

**Welcome to the Public Records Request Reporting System**

Please review the [instructions for reporting](#). If you are reporting for the first time, you will need to create a Washington State Legislature public account. Follow the link below to create this account. Once you have created this account, register with your phone number, job title, agency, city, county, and legislative district.

If you have any questions, please email [JLARCPublicRecStudy@leg.wa.gov](mailto:JLARCPublicRecStudy@leg.wa.gov).

**Log In**

## If you have a WSL public account

1. Access the reporting site at <http://app.leg.wa.gov/PublicRecordsReporting>.
2. Click the Log In button.
3. Select "Public WSL Account."
4. Provide your email and password, and click the Login button.

## Logging in with your WSL public account

The first time you log in, you will be prompted to create a JLARC Profile. This profile creation is a onetime step, although you may edit it at any time.

1. Enter your name, work email, phone number, and job title.
2. Provide location information for your agency, including city/cities, county/counties, and legislative districts. Select the statewide checkbox if your agency operates statewide.
3. Select "Register," to be taken to the landing screen of the Public Records Request Reporting System.

JLARC Public Records Reporting [BCW](#) [FAQ](#) Hello, Test! [Log Out](#) [Edit Profile](#)

### Create Your JLARC Profile

First name

Last name

Email address

Phone number

Extension

Job title

Agency **East Wenatchee**  
 Statewide Agency

Cities  
  
Select below or type to search

Counties  
  
Select below or type to search

Legislative Districts  
Select below or type to search

## Declaring your reporting status

### Declare Your Reporting Status – Not Reporting (Did not meet threshold)

To indicate the agency will not be reporting:

1. Select “Declare Your Reporting Status.”
2. A pop up will prompt you to select which statement applies to your agency for the 2022 reporting period.
3. Select “Did not meet the \$100,000 threshold and will not report” and save.
4. Click the button “Submit reporting status to JLARC.”
5. A pop up will ask if you want submit the information to JLARC. Click OK.
6. Log out of the system.

You may change your reporting status any time before the July 1, 2023 reporting deadline by logging in and selecting “Change reporting status.”

Please select the one that applies

Met the \$100,000 threshold and will be reporting

Did not meet the \$100,000 threshold and will voluntarily be reporting

Did not meet the \$100,000 threshold and will not report

Save Cancel

Public Records Request Reporting System

Each agency will submit a single report. Reports are due by Friday, July 1, 2023. [Why is this required?](#)

You may enter and save data until the due date. The system will save your entries between multiple visits. If you have any questions, please review the [Agency Guidance](#), the [FAQ](#), or email [JLARCPublicRecStudy@leg.wa.gov](mailto:JLARCPublicRecStudy@leg.wa.gov).

Agency Reporting Year  
2022

Did not meet the \$100,000 threshold. Not reporting.

Submit reporting status to JLARC [Change Reporting Status](#)

Submit to JLARC

Submitting this form will send this information to JLARC. You may come back at a later date to make edits and re-submit this form.

Cancel OK

Confirmation

Your report has been submitted successfully. A confirmation email has been sent to [redacted]

You may edit and resubmit your report until :Saturday, July 1, 2023.

Return to Summary Page

## Declare Your Reporting Status – Reporting 2022 reporting period

The 2022 reporting period is January 1, 2022 – December 31, 2022

To declare that you will report and begin entering data:

1. Select “Declare Your Reporting Status.”
2. A pop up will prompt you to select which statement applies to your agency for the 2022 reporting period.
3. Select either “Did not meet the \$100,000 threshold and will voluntarily reporting” OR “Met the \$100,000 threshold and will be reporting”
4. Click save.
5. Click “Begin with Baseline Data” to start the data entry.
6. If you are not ready to begin entering data, log out. You may log in to enter data up until the July 1, 2023 deadline.

You may change your reporting status any time before the July 1, 2023 reporting.

The screenshot shows the top navigation bar with "JLARC Public Records Reporting" and links for "RCW" and "FAQ". On the right, it says "Hello, Test!" with "Log Out" and "Edit Profile" buttons. The main content area is titled "Public Records Request Reporting System" and includes a "Why is this required?" link. Below this, it states "Each agency will submit a single report. Reports are due by Saturday, July 1, 2023." and provides instructions on data entry. A table shows "Agency Name" and "Reporting Year" with the value "2022". A green button labeled "Declare Your Reporting Status" is at the bottom.

The screenshot shows a pop-up window titled "Please select the one that applies". It contains three radio button options: "Met the \$100,000 threshold and will be reporting", "Did not meet the \$100,000 threshold and will voluntarily be reporting", and "Did not meet the \$100,000 threshold and will not report". The first two options are enclosed in a red rectangular box. At the bottom right, there are "Save" and "Cancel" buttons.

**Public Records Request Reporting System**

Each agency will submit a single report. Reports are due by Saturday, July 1, 2023. [Why is this required?](#)

You may enter and save data until the due date. The system will save your entries between multiple visits. If you have any questions, please review the [Agency Guidance](#), the [FAQ](#), or email [JIARCPublicRecStudy@leg.wa.gov](mailto:JIARCPublicRecStudy@leg.wa.gov).

Agency Reporting Year

**Agency Name** 2022

[Begin with Baseline Data](#) [Change Reporting Status](#)

## Begin with the baseline data

After declaring that you will report, click the “Begin with Baseline Data” button.

1. Enter baseline data into the four required fields on the form (highlighted in red). For the 2022 reporting period there is an optional field, highlighted in blue.
  - a. Please ensure that all data fields are as complete and accurate as possible.
  - b. Detailed descriptions of each data field are in the [Agency Guidance](#) document.
2. Click the “Save” button.

See [Entering Additional Data](#) for next steps.

0 of 16 Metrics Complete

[Next Metric >](#) [Return to Summary Page](#)

**Baseline data (Incomplete)**

The reporting period is for the calendar year (January 1st to December 31st). [Click here](#) for guidance related to Baseline data.

**Baseline data**

There are several formulas that are dependent on the baseline entries, so it is recommended that you complete this screen first.

Total number of open public records requests at the beginning of the reporting period

Of the number of requests open at the beginning of the reporting period, how many were closed during the reporting period?

Total number of public records requests received during the reporting period

Total number of public records requests closed during the reporting period

The number of public records requests closed prior to the Governor's declared public health emergency (March 23, 2020)

[Save](#)

[Next Metric >](#) [Return to Summary Page](#)

# Entering additional data

## Navigating the data entry

Metrics can be completed in any order. There are two ways to navigate through the forms:

1. Select “View Next Metric” at the top and bottom of the page to go to the next metric.
2. Select “View Summary Page” to view a list of all the metrics and their status.
  - a. Select “Edit” to the right of the metric status to add or change information.

**Note: Be sure to save your entries. If you save, you can also log out of the system without losing any information.**

### Public Records Request Reporting System

Each agency will submit a single report. Reports are due by **Saturday, July 1, 2023.**

You may enter and save data until the due date. The system will save your entries between multiple visits. If you have any questions, please review the [Agency Guidance](#), the [FAQ](#), or email [JLARCPublicRecStudy@leg.wa.gov](mailto:JLARCPublicRecStudy@leg.wa.gov). Why is this required?

**Agency** **Reporting Year**  
**2022**

This form still needs to be submitted to JLARC before the process is complete.

[Review and Submit](#) [Change Reporting Status](#)

1 of 16 Metrics Complete

Metric	Description	Status	
0	Baseline data	Complete	<a href="#">Edit</a>
1	Number of requests closed within five days	Incomplete	<a href="#">Edit</a>
2	Number of requests where an estimated response time beyond 5 days was provided	Incomplete	<a href="#">Edit</a>
3	Average and median number of days from receipt to final disposition	Incomplete	<a href="#">Edit</a>
4	Number of requests for which additional clarification was sought	Incomplete	<a href="#">Edit</a>
5	Number of requests denied in part or in full.	Incomplete	<a href="#">Edit</a>
6	Number of requests abandoned by requesters	Incomplete	<a href="#">Edit</a>
7	Number of requests, by type of requesters	Incomplete	<a href="#">Edit</a>
8	Percent of requests fulfilled electronically compared to percent fulfilled by physical records	Incomplete	<a href="#">Edit</a>
9	Number of requests where records were scanned	Incomplete	<a href="#">Edit</a>
10	Average estimated staff time spent on each request	Incomplete	<a href="#">Edit</a>
11	Estimated total costs incurred	Incomplete	<a href="#">Edit</a>
12	Number of claims filed alleging a violation of Chapter 42.56 RCW	Incomplete	<a href="#">Edit</a>
13	Costs incurred litigating claims alleging a violation of Chapter 42.56 RCW	Incomplete	<a href="#">Edit</a>
14	Estimated costs incurred managing and retaining records	Incomplete	<a href="#">Edit</a>
15	Expenses recovered from requesters	Incomplete	<a href="#">Edit</a>

## General instruction for entering data

1. Respond to all questions on each form.
2. Some fields are automatically calculated from baseline data.
3. Optional comment boxes are available for each metric if you wish to provide additional explanation about the data being reported.
4. Select "Save." Choose either "Next Metric" or "Return to Summary" to continue. You can choose "Previous Metric" to go back.

Please see the appendix for step-by-step instructions for each metric.

Detailed data descriptions are in the [Agency Guidance](#) document.

## Reviewing and submitting your report

When you have completed all metrics in the report:

1. Select "Review and Submit" from the summary page.
2. Review the report. If all of the information is correct, select "Submit Form to JLARC."
  - a. If the information is incorrect return to the summary page and select edit to the right of the metric that needs correction
  - b. You may print the report for your records by selecting "Print."
3. Select "OK" to submit the report to JLARC.

Your report has been successfully submitted. You will want to print the confirmation screen using your browser's print button.

**Public Records Request Reporting System**  
Each agency will submit a single report. Reports are due by Sunday, July 01, 2018.  
You may enter and save data until the due date. The system will save your entries between multiple visits. If you have any questions, please review the [Agency Guidance](#), the [FAQ](#), or email [JLARCPublicRecStudy@leo.wa.gov](mailto:JLARCPublicRecStudy@leo.wa.gov).

Agency: Aberdeen Reporting Year: 2022

This form still needs to be submitted to JLARC before the process

**Review and Submit**

**Public Records Requests Report for Aberdeen for 2017**  
Please review the following information for accuracy. If any of this information looks incorrect, you can return to the **Summary Page** to make edits. If everything looks correct, click the submit button at the bottom of the page.

**Submit Form to JLARC** Print this page Return to Summary Page

**Baseline data**  
The baseline data will be used by the reporting system to automate some of the calculations included in the metrics.  
The reporting period for 2017 is July 23, 2017 to December 31, 2017.  
The reporting periods beginning in 2018 and onward will encompass a complete calendar year (January 1st to December 31st). [Click here for guidance related to Baseline data.](#)

**Baseline data**

Total number of open public records requests at the beginning of the reporting period	234
Total number of public records requests received	413
Total number of public records requests closed	23

**Metric 1**  
Leading practices and processes for records management for guidance related to Metric 1.

**Submit to JLARC**  
Submitting this form will send this information to JLARC. You may come back at a later date to make edits and re-submit this form.

Cancel **OK**

**Confirmation**  
Your report has been submitted successfully on 4/3/2020 at 11:40 AM. Please print this page for your records. It is also recommended that you print a copy of your submitted data as well.  
You may edit and resubmit your report until **Saturday, July 1, 2023.**

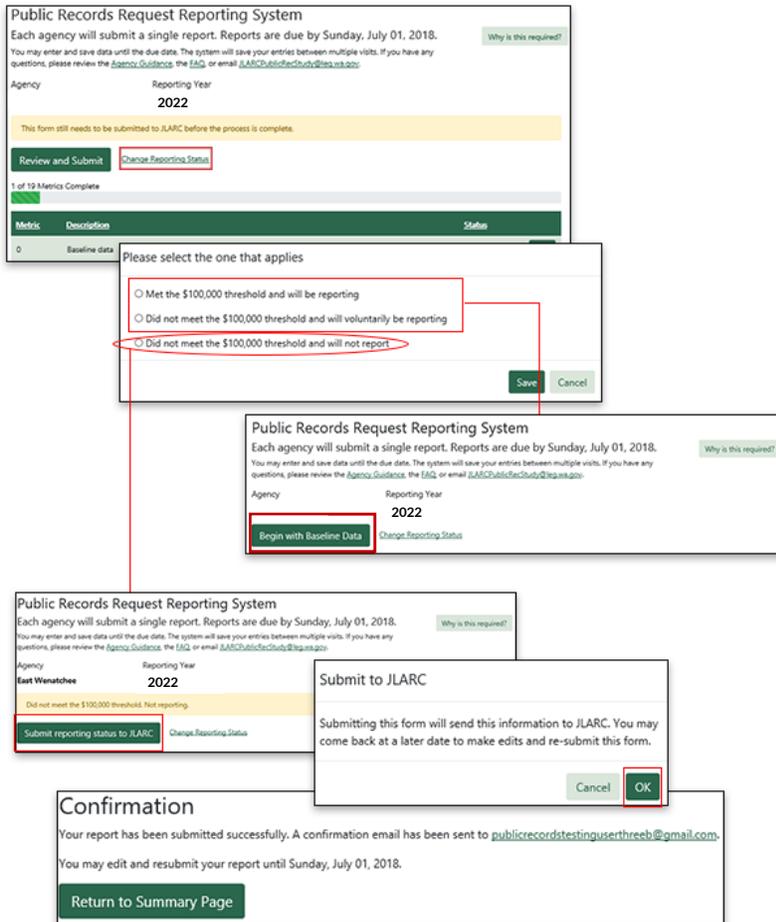
**Return to Summary Page**

## Changing the reporting status or report data after submission

The report may be edited and resubmitted until July 1, 2023. You also may change your reporting status.

Here's how:

1. Select "Change Reporting Status"
2. A pop up will prompt you to select which statement applies to your agency for the 2022 reporting period. Select either "Met the \$100,000 threshold and will be reporting," "Did not meet the \$100,000 threshold and will voluntarily be reporting," **OR** "Did not meet the \$100,000 threshold and will not report." Select Save
3. If you selected "Met the \$100,000 threshold and will be reporting," **OR** "Did not meet the \$100,000 threshold and will voluntarily be reporting" Select "Being with Baseline Data" to begin reporting.
4. If you selected "Did not meet the \$100,000 threshold and will not report" Select "Submit reporting status to JLARC."
5. A pop up will ask if you want submit the information to JLARC. Select OK.
6. Log out of the system.



# Appendix: Specific instructions for each metric

## Metric 1

1. Enter the “Number of requests closed within five days”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save.”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

The screenshot shows a web interface for reporting Metric 1. At the top, it indicates '1 of 16 Metrics Complete' with a progress bar. Navigation buttons include '< Previous Metric', 'Next Metric >', and a link to 'Return to Summary Page'. The main heading is 'Metric 1 (Incomplete)' in red. Below this, a note says 'Total number of requests closed within five days. [Click here](#) for guidance related to Metric 1.' A dark green header contains the text 'Number of requests closed within five days'. Underneath is a text input field for the number of requests. A note follows: 'If your agency feels the data provided for this metric is unduly influenced by a small number of unusually large requests, you may provide additional explanation here'. Below this is a large text area for comments, with a '(500 characters remaining)' indicator. A green 'Save' button is positioned below the text area. At the bottom, there are navigation buttons: '< Previous Metric', 'Next Metric >', and 'Return to Summary Page'.

## Metric 2

1. Enter the “Number of requests where an estimated response time beyond five days was provided.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

1 of 16 Metrics Complete

[← Previous Metric](#) [Next Metric >](#) [Return to Summary Page](#)

### Metric 2 (Incomplete)

The number of requests where an estimated response time beyond five days was provided. [Click here](#) for guidance related to Metric 2.

**Number of requests where an estimated response time beyond 5 days was provided**

The number of requests where an estimated response time beyond five days was provided cannot exceed the **Requests Received** entered in the baseline data (100)

**Number of requests where an estimated response time beyond five days was provided**

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

**Save**

[← Previous Metric](#) [Next Metric >](#) [Return to Summary Page](#)

### Metric 3

1. The “Number of requests with final disposition” shown is the number of requests closed from the baseline data. It is used as the denominator in the “average number of days to final disposition” calculation.
2. Enter the “Number of days to final disposition” and “Median number of days to final disposition.”
  - a. The “average number of days to final disposition (calculated)” is a calculated field and is generated automatically.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Click “Save”
5. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

3 of 16 Metrics Complete  
19% Complete

[Previous Metric](#) [Next Metric](#) [Return to Summary Page](#)

### Metric 3 (Incomplete)

Average and median number of days from receipt of request to the date of final disposition of request. [Click here](#) for guidance related to Metric 3.

#### Average and median number of days from receipt to final disposition

This value is drawn from the **Requests Closed** fields in the baseline data. If incorrect, please verify your entries in the baseline data.

**Number of requests with final disposition**  
100

**Number of days to final disposition**

**Median number of days to final disposition**

[Click to get help on calculating the median value in Excel](#)

**Average number of days to final disposition (calculated)**

If your agency feels the data provided for this metric are unduly influenced by a small number of unusually large requests, you may provide additional explanation here

(500 characters remaining)

[Save](#)

[Previous Metric](#) [Next Metric](#) [Return to Summary Page](#)

## Metric 4

1. Enter the “Number of requests with additional clarification sought.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

4 of 16 Metrics Complete  
25% Complete

< Previous Metric   Next Metric >   [Return to Summary Page](#)

### Metric 4 (Incomplete)

Number of public records requests for which the agency formally sought additional clarification from the requester. [Click here](#) for guidance related to Metric 4.

**Number of requests for which additional clarification was sought**

The number of requests that required clarification cannot exceed the total number of the **Requests Open** and the **Requests Received** entered in the baseline data (101)

**Number of requests with additional clarification sought**

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

**Save**

< Previous Metric   Next Metric >   [Return to Summary Page](#)

## Metric 5

1. Enter the “Number of closed requests that were denied in full,” “Number of closed requests that were partially denied or redacted,” and enter a minimum of one, maximum of ten, of the most common reason for denial.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

5 of 16 Metrics Complete  
37% Complete

[Previous Metric](#) [Next Metric](#) [Return to Summary Page](#)

### Metric 5 (Incomplete)

Number of requests denied and the most common reasons for denying requests. [Click here](#) for guidance related to Metric 5.

#### Number of requests denied in part or in full.

The number of requests closed cannot exceed the number of requests closed entered in the baseline data (100)

Number of closed requests that were denied in full

Number of closed requests that were partially denied or redacted

Please provide between 1 and 10 most common reasons for denying requests during this reporting period

Reason 1  
  
(250 characters remaining)

Reason 2  
  
(250 characters remaining)

Reason 3  
  
(250 characters remaining)

Reason 4  
  
(250 characters remaining)

Reason 5  
  
(250 characters remaining)

Reason 6  
  
(250 characters remaining)

Reason 7  
  
(250 characters remaining)

Reason 8  
  
(250 characters remaining)

## Metric 6

1. Enter the “Number of requests abandoned by requesters.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

6 of 16 Metrics Complete  
38% Complete

< Previous Metric   Next Metric >   [Return to Summary Page](#)

### Metric 6 (Incomplete)

Number of requests abandoned by requesters. [Click here](#) for guidance related to Metric 6.

#### Number of requests abandoned by requesters

The number of requests abandoned cannot exceed the total number of the **Requests Open** and the **Requests Received** entered in the baseline data (101)

**Number of requests abandoned by requesters**

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

**Save**

< Previous Metric   Next Metric >   [Return to Summary Page](#)

## Metric 7

1. Select “Add Requester Type” to open a pop up.
2. Select Requester Type from the drop down menu and enter total requests.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Select “Save.”
5. Repeat for each of the requester types that apply.
6. After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

7 of 16 Metrics Complete  
44% Complete

< Previous Metric   Next Metric >   [Return to Summary Page](#)

### Metric 7 (Incomplete)

Number of requests, by type of requester. [Click here](#) for guidance related to Metric 7.

#### Number of requests, by type of requesters

The number of requests must equal the total number of **Requests Open** and the number of **Requests Received** entered in the baseline data (101)

[Add Requester Type](#)

Requester type	Other (please explain)	Total requests
----------------	------------------------	----------------

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

[Save](#)

### Add Requester

Requester type  
Anonymous

Total requests  
0

[Save](#)   [Cancel](#)

## Metric 8

1. Enter the “Number of requests that were fulfilled electronically,” “Number of requests fulfilled by physical records,” “Number of requests fulfilled by electronic and physical records,” and “Number of requests closed with no responsive records.”
  - a. The total of these four input fields must equal the “Total number of public records closed during the reporting period” from Baseline Data.
  - b. The “Percent of requests fulfilled electronically (calculated),” “Percent of requests fulfilled by physical records (calculated),” “Percent of requests fulfilled by electronic and physical records (calculated),” and “Percent of requests closed with no responsive records (calculated)” are calculated fields and are generated automatically.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

8 of 16 Metrics Complete

50% Complete

< Previous Metric   Next Metric >   [Return to Summary Page](#)

### Metric 8 (Incomplete)

Percent of requests fulfilled electronically compared to the percent of requests fulfilled by physical records. [Click here](#) for guidance related to Metric 8.

#### Percent of requests fulfilled electronically compared to percent fulfilled by physical records

The number of requests must equal the number of **Requests Closed** entered in the baseline data (100)

Number of requests fulfilled electronically

Number of requests fulfilled by physical records

Number of requests fulfilled by electronic and physical records

Number of requests closed with no responsive records

Percent of requests fulfilled electronically (calculated)

Percent of requests fulfilled by physical records (calculated)

Percent of requests fulfilled by electronic and physical records (calculated)

Percent of requests closed with no responsive records (calculated)

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

## Metric 9

1. Enter the “Number of requests where records were scanned.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

9 of 16 Metrics Complete  
56% Complete

[< Previous Metric](#) [Next Metric >](#) [Return to Summary Page](#)

### Metric 9 (Incomplete)

Number of requests where one or more physical records were scanned to create an electronic version to fulfill disclosure. [Click here](#) for guidance related to Metric 9.

**Number of requests where records were scanned**

The number of requests scanned cannot exceed the total number of **Requests Open** and **Requests Received** entered in the baseline data (101)

**Requests scanned**

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

[Save](#)

[< Previous Metric](#) [Next Metric >](#) [Return to Summary Page](#)

## Metric 10

1. Enter the “Estimated total staff time in hours.”
  - a. “Average estimated staff time in hours per request (calculated)” is a calculated field and is automatically generated.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

10 of 16 Metrics Complete

63% Complete

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### Metric 10 (Incomplete)

Average estimated staff time spent on each public records request. [Click here](#) for guidance related to Metric 10.

#### Average estimated staff time spent on each request

Estimated total staff time in hours

Average estimated staff time in hours per request (calculated)

If your agency feels the data provided for this metric is unduly influenced by a small number of unusually large requests, you may provide additional explanation here

(500 characters remaining)

[Save](#)

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## Metric 11

1. Enter the “Estimated total costs.”
  - a. “Average estimated cost per request (calculated)” is a calculated field and is automatically generated.
2. If your agency applied an overhead rate in the calculation of estimated costs, check the box.
3. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
4. Click “Save”
5. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

11 of 16 Metrics Complete  
69% Complete

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### Metric 11 (Incomplete)

Estimated total costs incurred by the agency in fulfilling records requests, including staff compensation and legal review and average cost per request. [Click here](#) for guidance related to Metric 11.

**Estimated total costs incurred**

**Estimated total cost**

\$  .00

**Average estimated cost per request (calculated)**

Our agency applied an overhead rate in our calculation of estimated costs.

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

**Save**

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## Metric 12

Select either “Yes, there were claims filed alleging a violation of Chapter 42.56 RCW” or “No, there were no claims filed alleging a violation of Chapter 42.56 RCW.”

- **If you select “No,”** your answer is complete and you may continue to another metric.
  - An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
- Select “Next Metric” or “Return to Summary.”
- **If you select “Yes,”** then click “Add Claim” to add data to this metric.

### Adding Claims:

1. Click the “Add Claim” button.
2. Select one or more claim violation type(s) from the dropdown list.
3. Select one or more claim violation exemption(s) from the second dropdown list.
4. Enter the “Total claims of violations.” Select “Save.”
5. Continue adding claims until all data has been entered
6. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
7. After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

The screenshot displays the 'Metric 12 (Incomplete)' reporting page. At the top, a progress bar indicates '75% Complete'. Navigation links include '< Previous Metric', 'Next Metric >', and 'Return to Summary Page'. The main heading is 'Metric 12 (Incomplete)' in red. Below it, a description states: 'Number of claims filed alleging a violation of Chapter 42.56 or other public records statutes during the reporting period, categorized by type and exemption at issue (if applicable). [Click here](#) for guidance related to Metric 12.' A green bar contains the title 'Number of claims filed alleging a violation of Chapter 42.56 RCW'. The question 'Were claims filed alleging a violation of Chapter 42.56 RCW?' is followed by two radio button options: 'Yes, there were claims filed alleging a violation of Chapter 42.56 RCW.' (selected) and 'No, there were no claims filed alleging a violation of Chapter 42.56 RCW.'. An 'Add Claim' button is visible. Below this is a table with columns: 'Claim violation types', 'Other type', 'Exemptions', and 'Other exemption'. A text area for additional explanation is provided. An 'Add Claim' modal form is overlaid on the right, containing: 'Claim violation type (select one or many)' with a dropdown menu; 'Claim violation exemption (select one or many)' with a dropdown menu; 'Total claims of violations' with a text input field containing '0'; and 'Save' and 'Cancel' buttons at the bottom right.

## Metric 13

1. Enter the “Total litigation costs.”
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

13 of 16 Metrics Complete  
81% Complete

< Previous Metric   Next Metric >   [Return to Summary Page](#)

### Metric 13 (Incomplete)

Costs incurred by the agency litigating claims alleging a violation of Chapter 42.56 RCW or other public records statutes during the reporting period, including any penalties imposed on the agency. [Click here](#) for guidance related to Metric 13.

**Costs incurred litigating claims alleging a violation of Chapter 42.56 RCW**

**Total litigation costs**

\$  .00

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

Save

< Previous Metric   Next Metric >   [Return to Summary Page](#)

## Metric 14

1. Enter the “Cost of agency staff who manage/retain records,” “Cost of systems that manage/retain records,” and “Cost of services purchased for managing/retaining records.”
  - a. “Total estimated cost for managing and retaining records (calculated)” is a calculated field and is automatically generated.
2. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.
3. Click “Save”
4. Choose either “Next Metric” or “Return to Summary” to continue. You can choose “Previous Metric” to go back.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

14 of 16 Metrics Complete

88% Complete

[← Previous Metric](#) [Next Metric >](#) [Return to Summary Page](#)

### Metric 14 (Incomplete)

Estimated costs incurred by the agency with managing and retaining records, including staff compensation and purchases of equipment, hardware, software, and services to manage and retain public records. [Click here](#) for guidance related to Metric 14.

#### Estimated costs incurred managing and retaining records

Cost of agency staff who manage/retain records

\$  .00

Cost of systems that manage/retain records

\$  .00

Cost of services purchased for managing/retaining records

\$  .00

Total estimated cost for managing and retaining records (calculated)

Our agency applied an overhead rate in our calculation of estimated costs.

You may provide additional explanation here for the data provided for this metric

(500 characters remaining)

## Metric 15

Select either “Yes, there were expenses recovered from requesters,” or “No, there were no expenses recovered from requesters.”

- **If you select “No,”** your answer is complete and you may continue to another metric.
  - An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric.  
Select “Next Metric” or “Return to Summary.”
- **If you select “Yes,”** then click “Add Expense Recovery” to add data.

### Adding Recovered Expenses:

1. Click “Add Expense Recovery
2. Enter “Total expenses recovered” and/or “Customized service charges.”
3. If you enter an amount for “Customized service charges,” you must also include a description of the service charges.
4. An optional comment box is available, if you wish to provide additional explanation about the data being reported for this metric
5. Select “Save.”

After the form is complete, select “Next Metric” to continue on. “Return to Summary” will take you back to the summary page.

For detailed descriptions of each data field, see the [Agency Guidance](#) document.

The image shows a screenshot of a web form for Metric 15, titled "Metric 15 (Incomplete)". The form is part of a larger reporting system, as indicated by the progress bar at the top showing "15 of 16 Metrics Complete" and "94% Complete". The form includes a "Previous Metric" button and a "Return to Summary Page" link. The main question is "Were expenses recovered from requesters?", with two radio button options: "Yes, there were expenses recovered from requesters." (selected) and "No, there were no expenses recovered from requesters." Below this is an "Add Expense Recovery" button. A table with columns for "Total Expenses Recovered", "Customized Service Charges", and "Description of Service Charges" is partially visible. A text area for additional explanation is also present. An "Add Expense Recovery" modal is open, showing input fields for "Total expenses recovered" and "Customized service charges", both set to "\$ 123 .00". A text area for "Description of service charges" is also present, with a "(40 characters remaining)" indicator. "Save" and "Cancel" buttons are at the bottom of the modal.