Instructions for Public Records Data Collection

Updated May 2023

Contents

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.

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

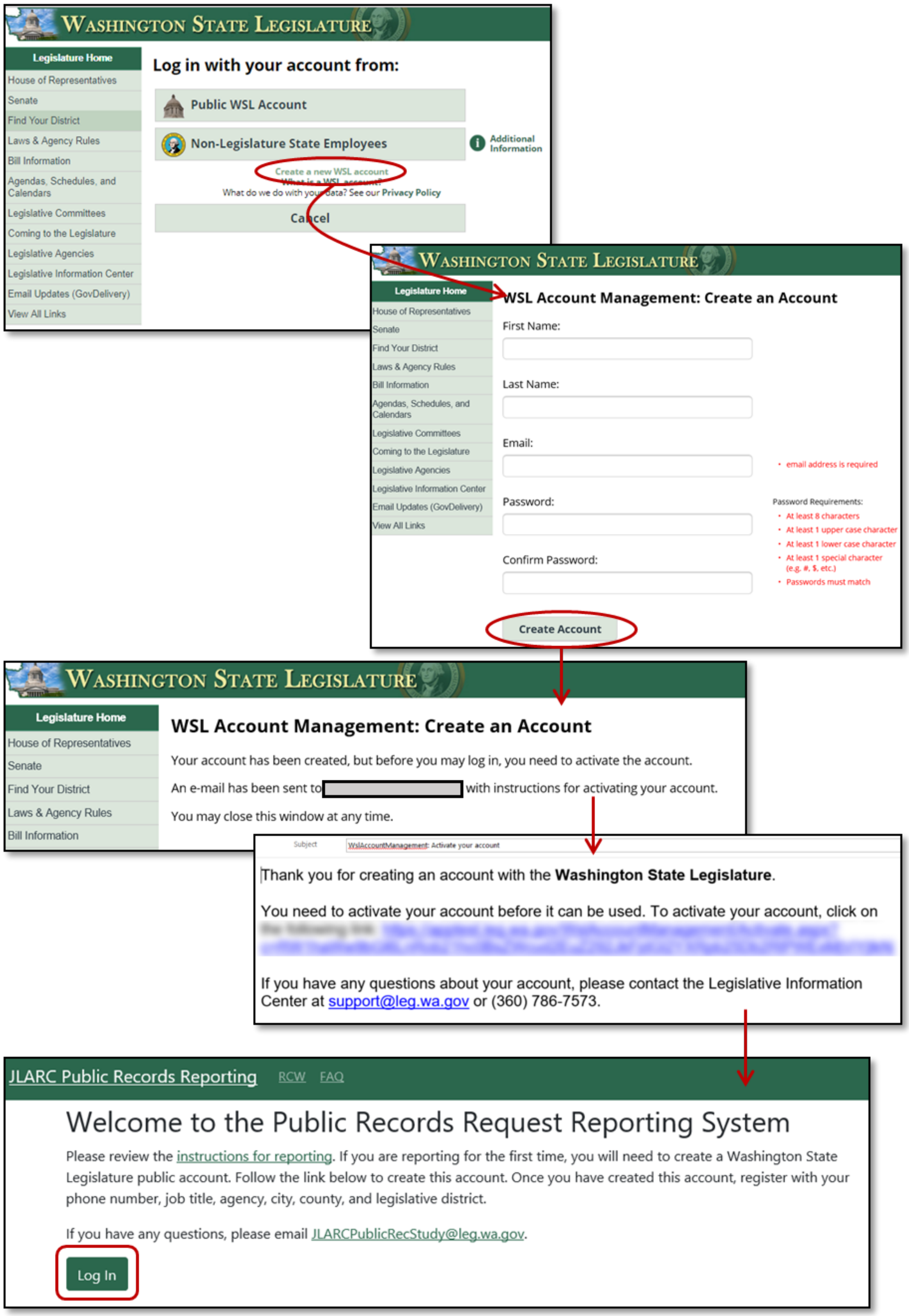
You will need a Washington State Legislature (WSL) public account to access the Public Records Data Collection Reporting System.

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
Legislature Home
House of Representatives
Senate
Find Your District
Laws & Agency Rules
Bill Information
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
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
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
If you have any questions about your account, please contact the Legislative Information Center at 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.
Log In

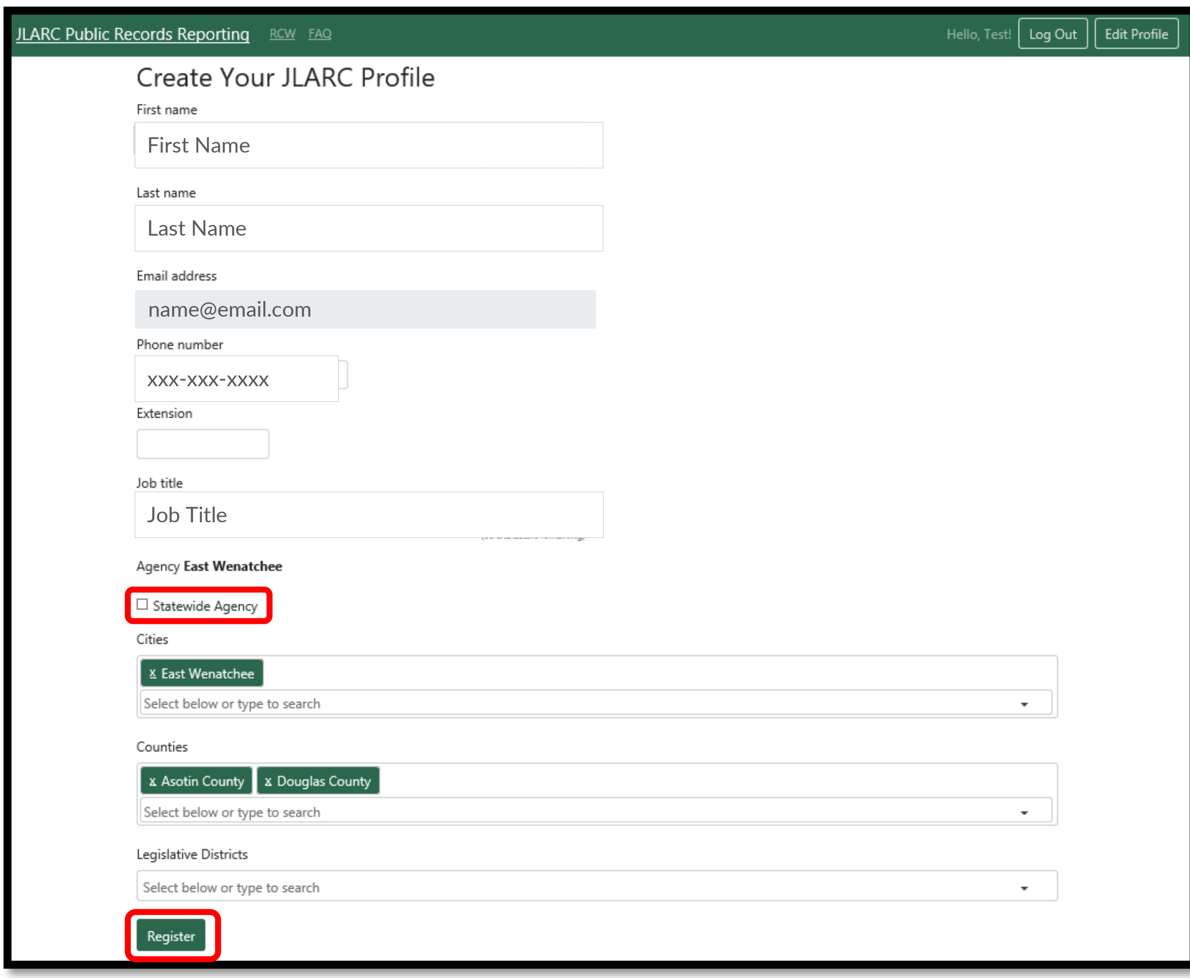
If you have a WSL public account

1. Access the reporting site at [http://app.leg.wa.gov/PublicRecordsReporting.](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 promted 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.



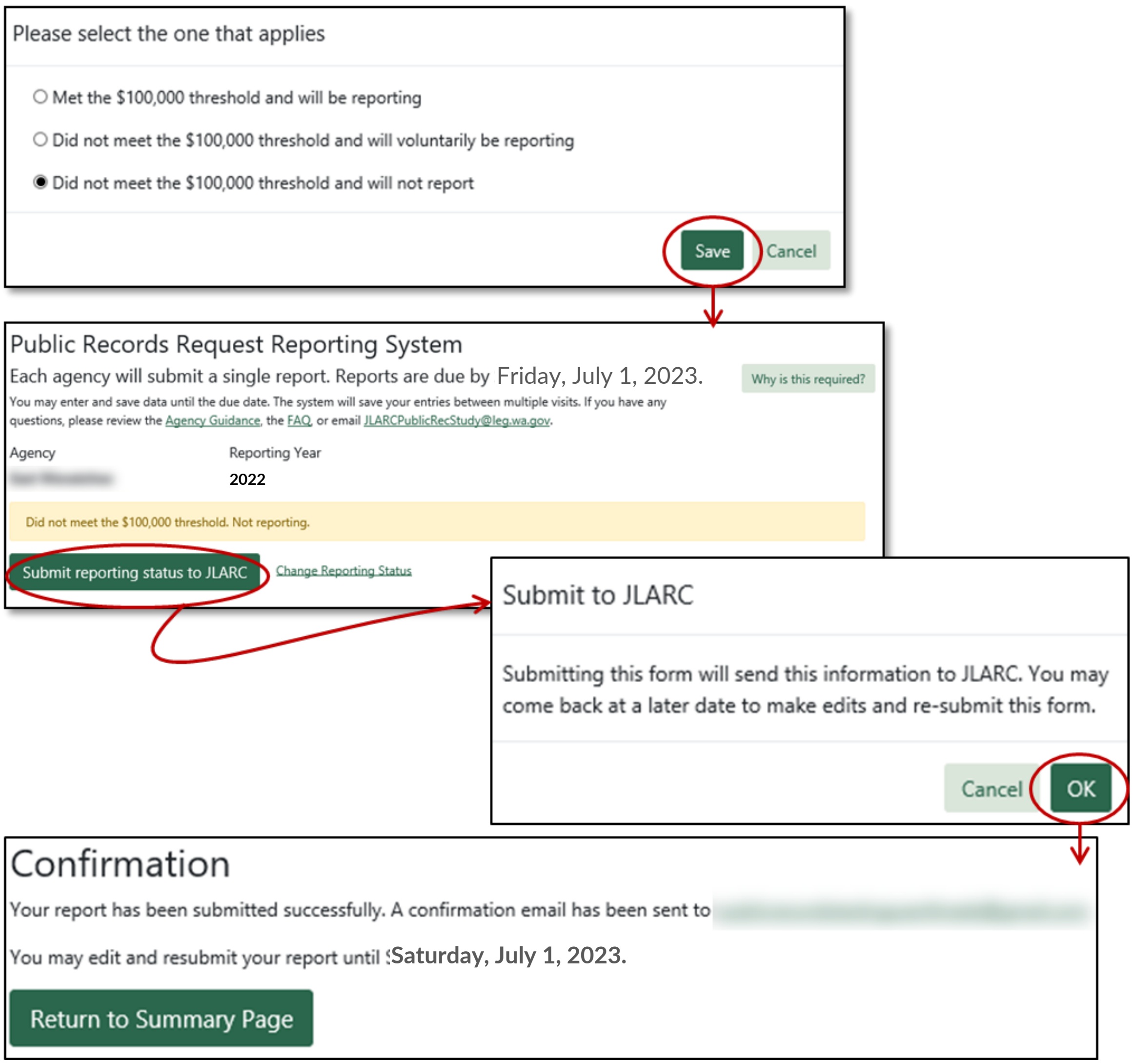
Declaring your reporting status

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.”



Declare Your Reporting Status –Reporting

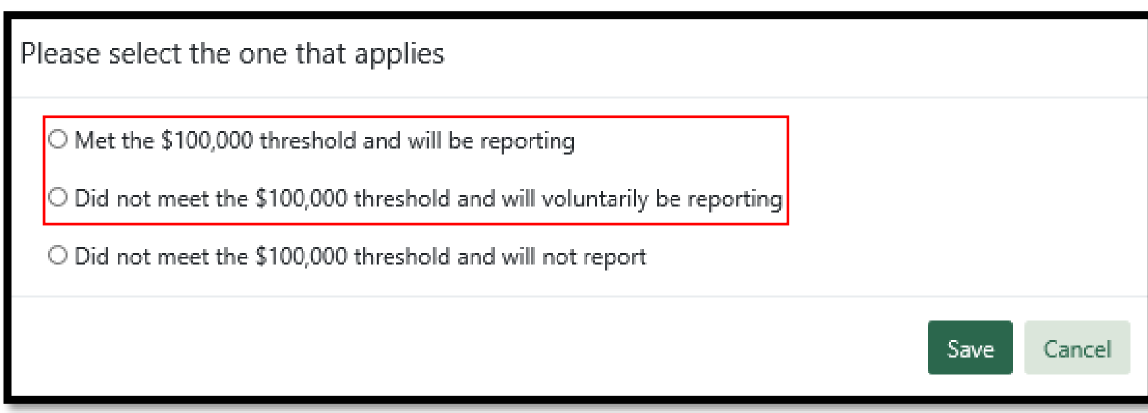
2022 reporting period

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.

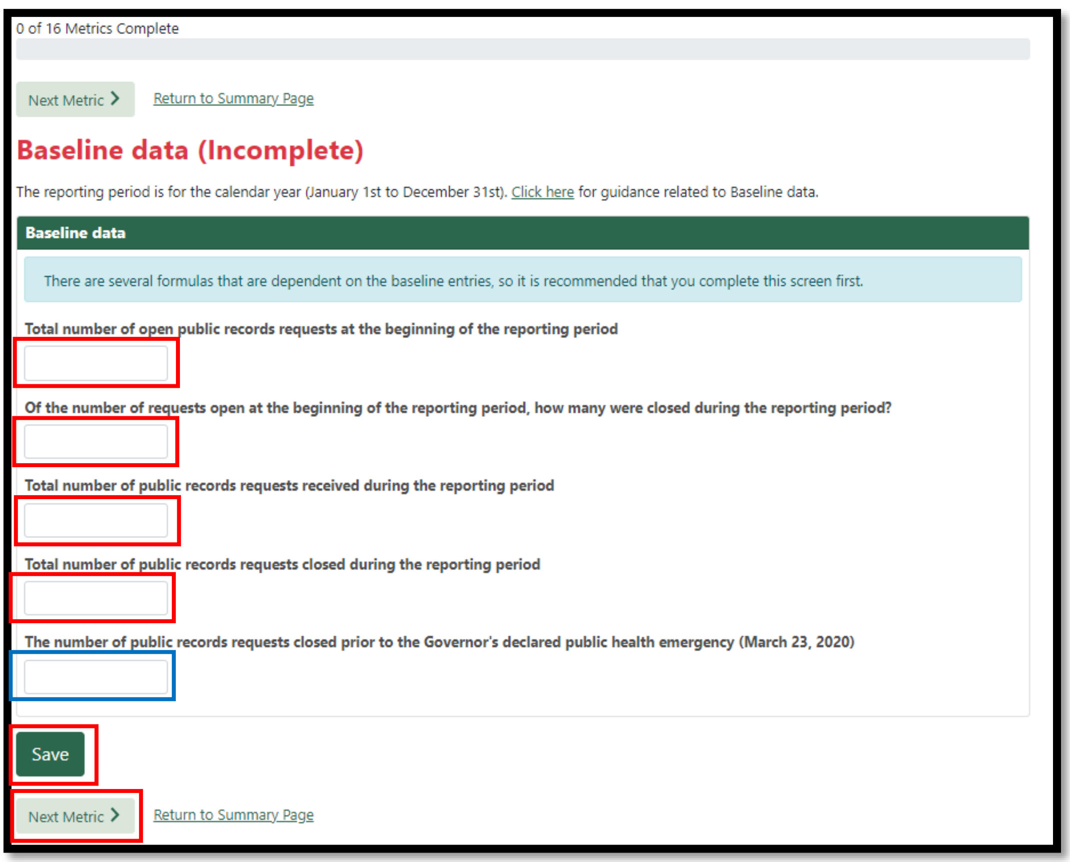


Begin with the baseline data

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.



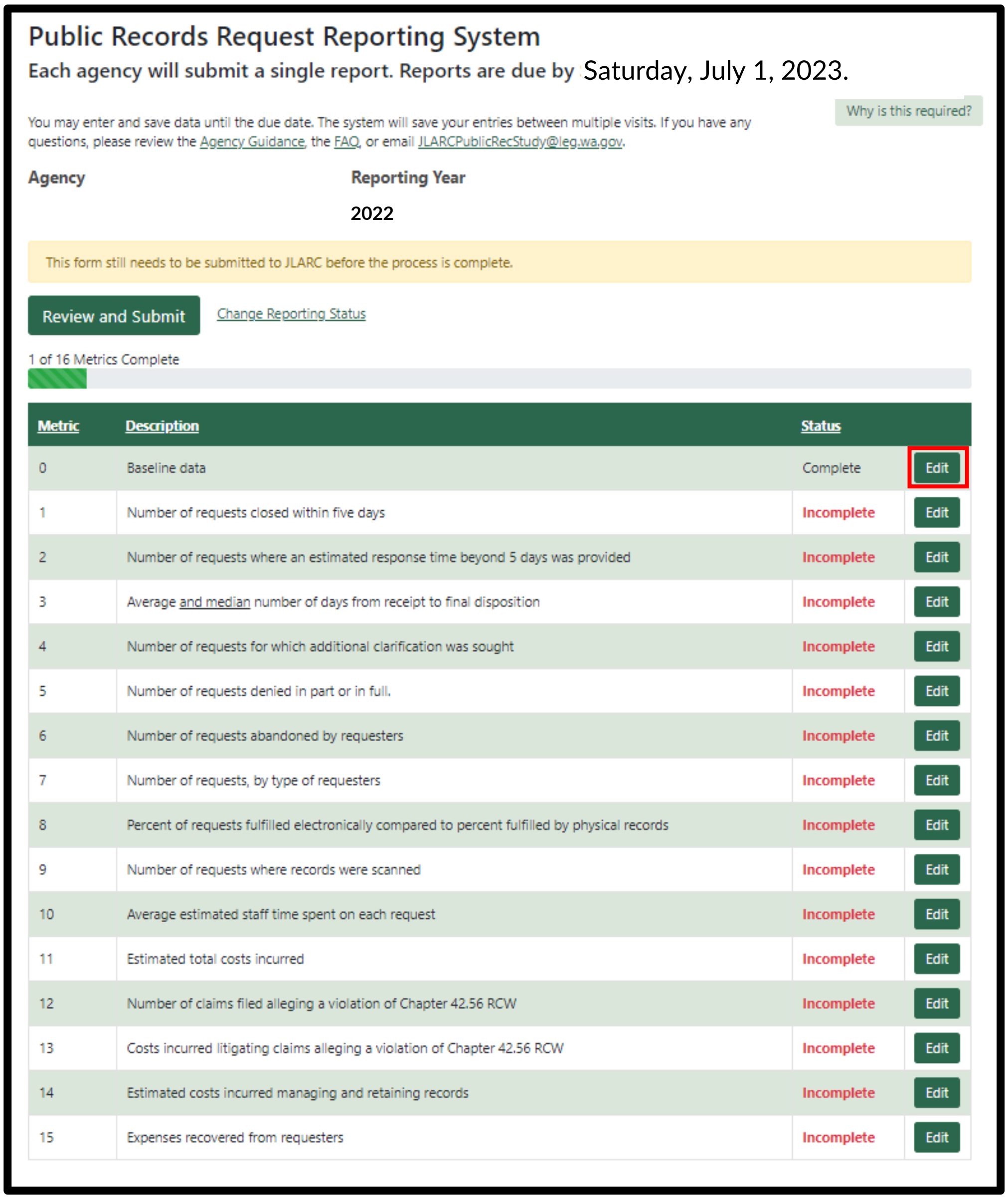
Entering additional data

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.

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.

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

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.

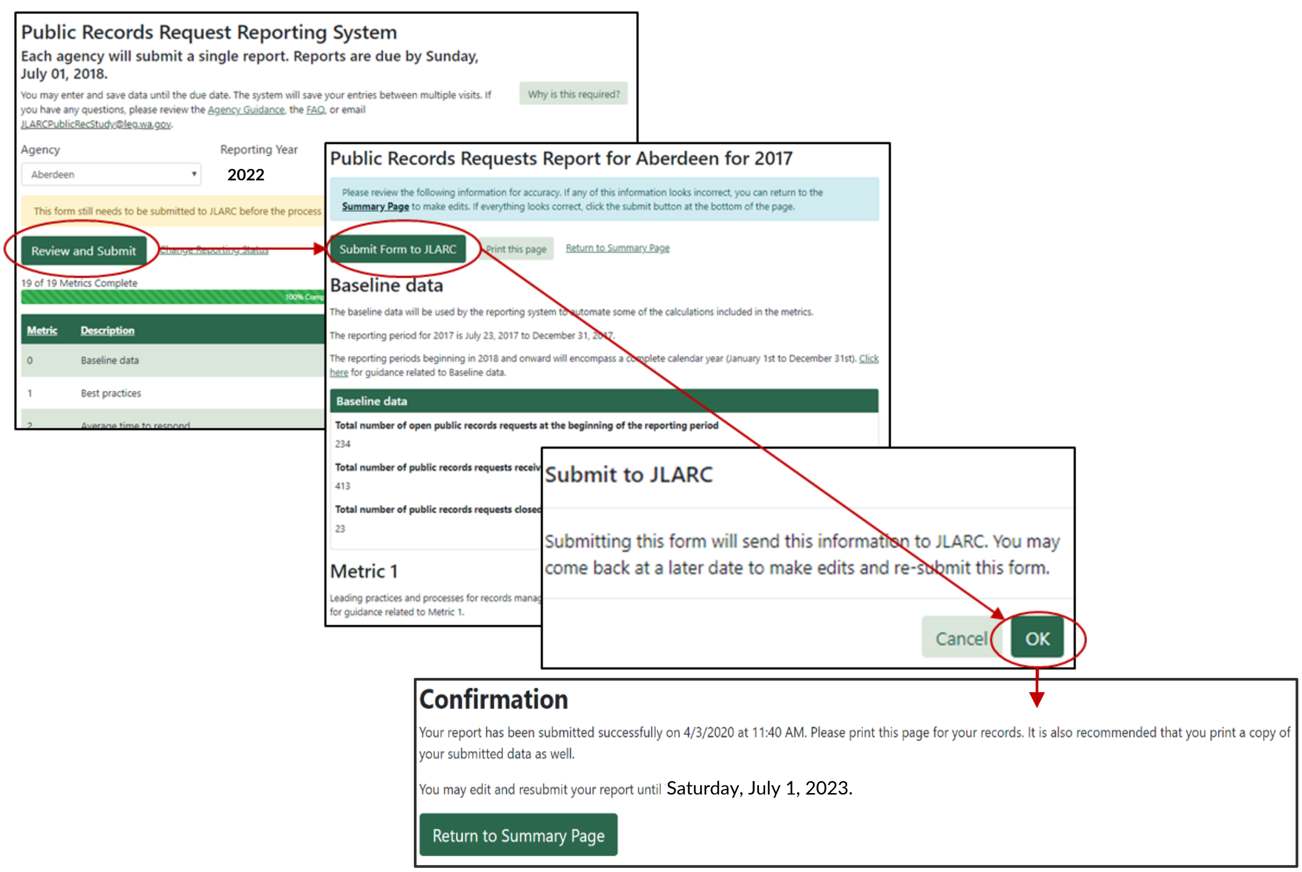
Detailed data descriptions are in the [Agency Guidance] document.

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.

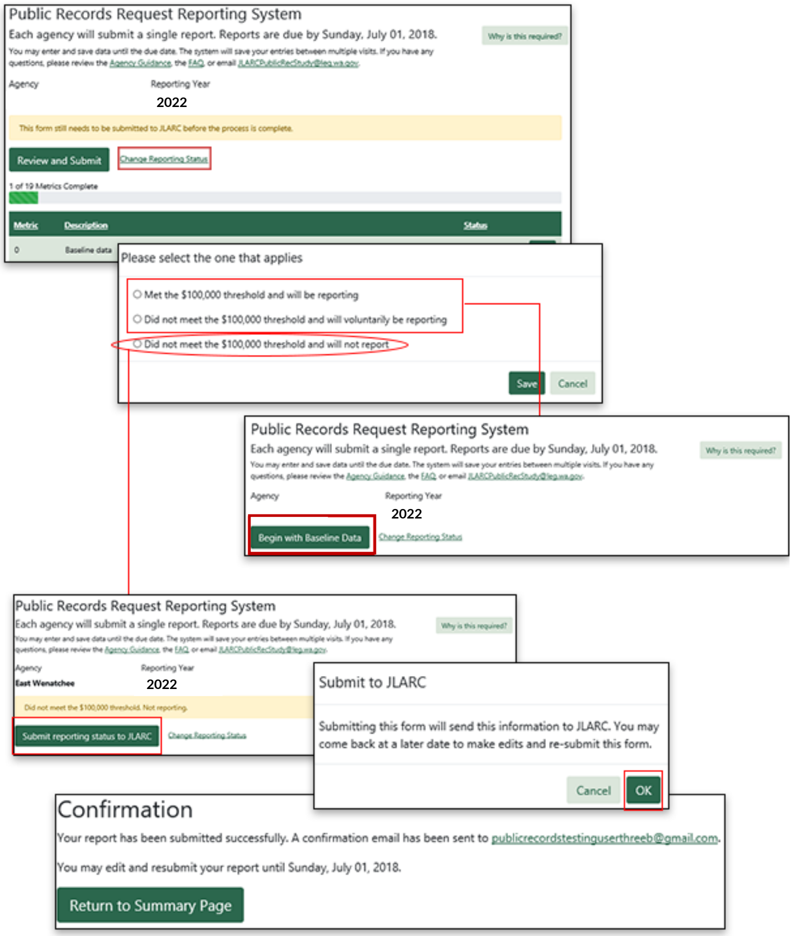


Changing the reporting status or report data after submission

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.



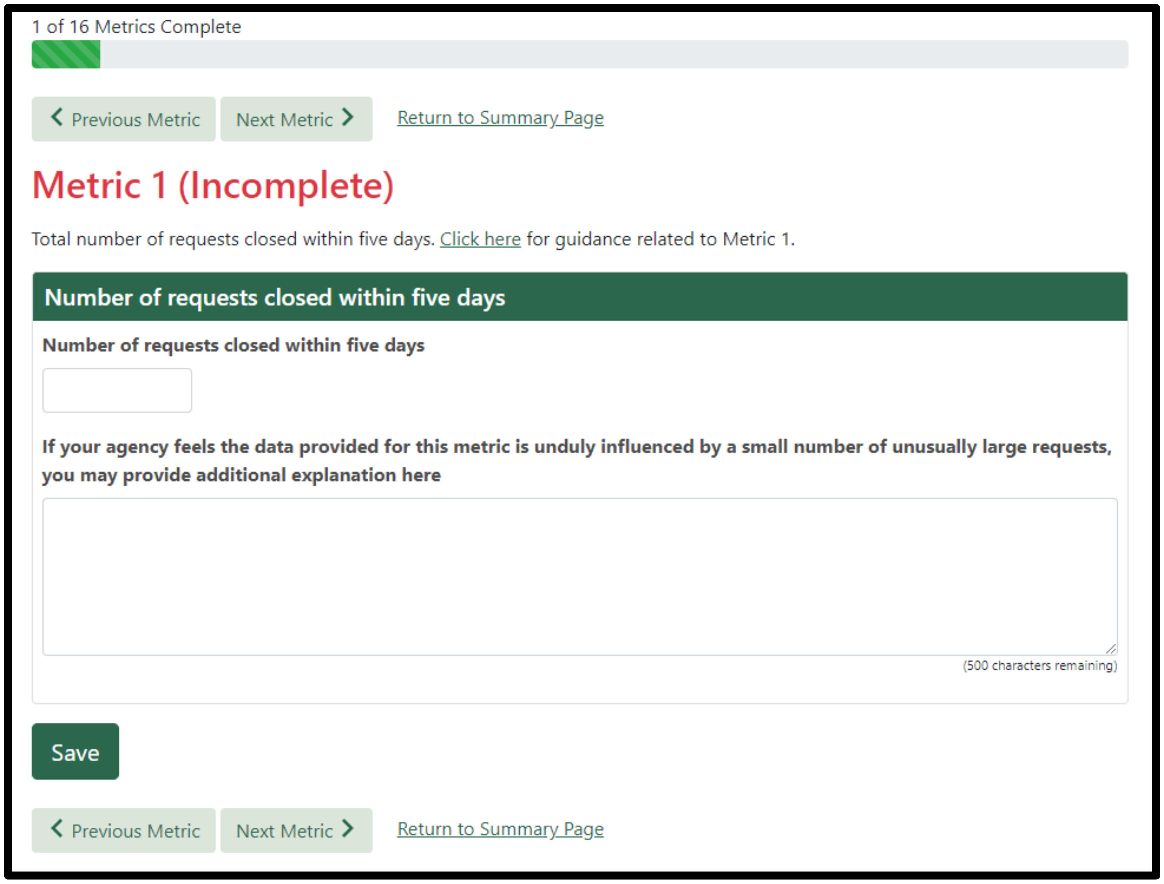
Public Records Request Reporting System
Each agency will submit a single report. Reports are due by Sunday, July 01, 2018.
Agency
Reporting Year
2022
This form still needs to be submitted to JLARC before the process is complete.
Review and Submit
Change Reporting Status
1 of 19 Metrics Complete
Metric
Description
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 Sunday, July 01, 2018.
Agency
Reporting Year
2022
Begin with Baseline Data
Change Reporting Status
Public Records Request Reporting System
Each agency will submit a single report. Reports are due by Sunday, July 01, 2018.
Agency
East Wenatchee
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 publicrecordstestinguserthreeb@gmail.com.
You may edit and resubmit your report until Sunday, July 01, 2018.
Return to Summary Page

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.

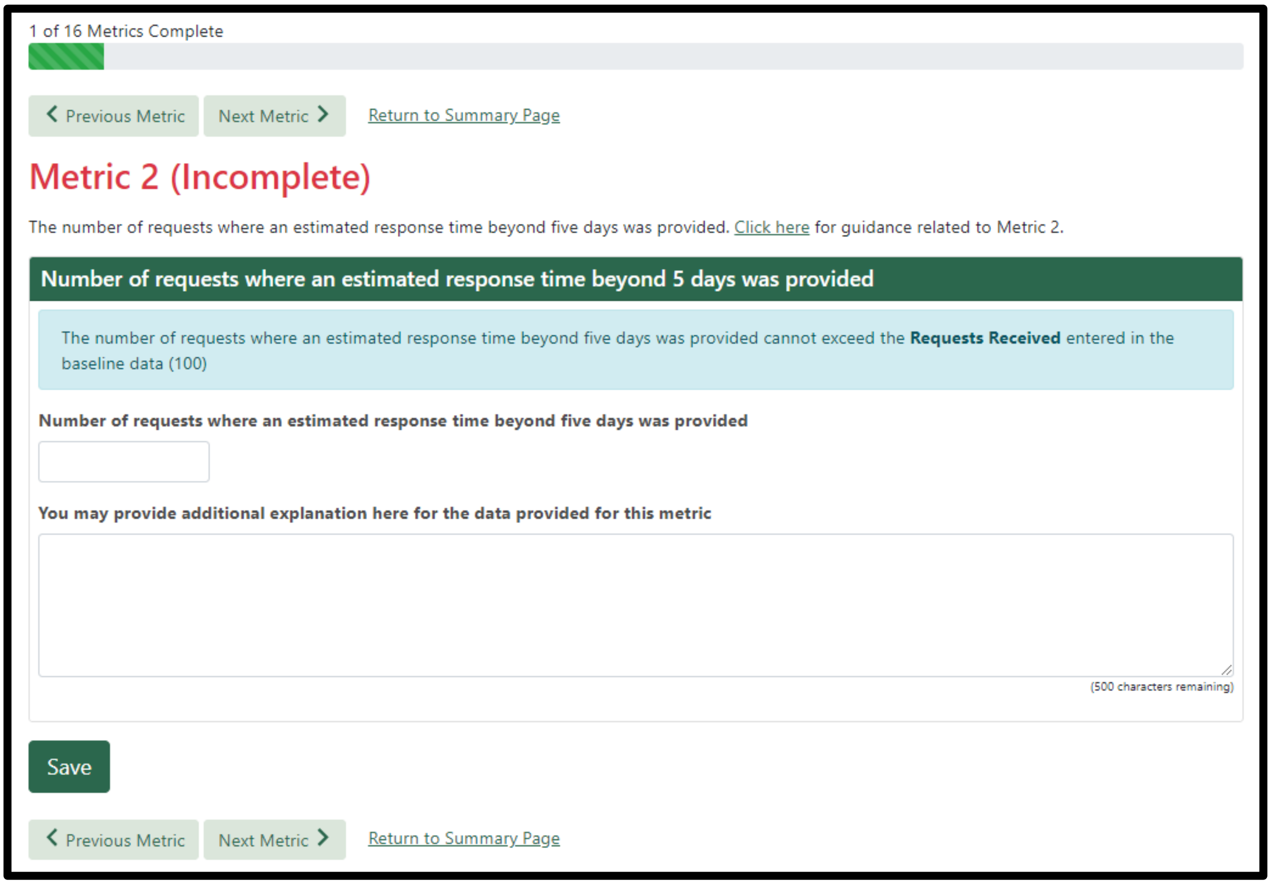
For detailed descriptions of each data field, see the [Agency Guidance] document.



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)

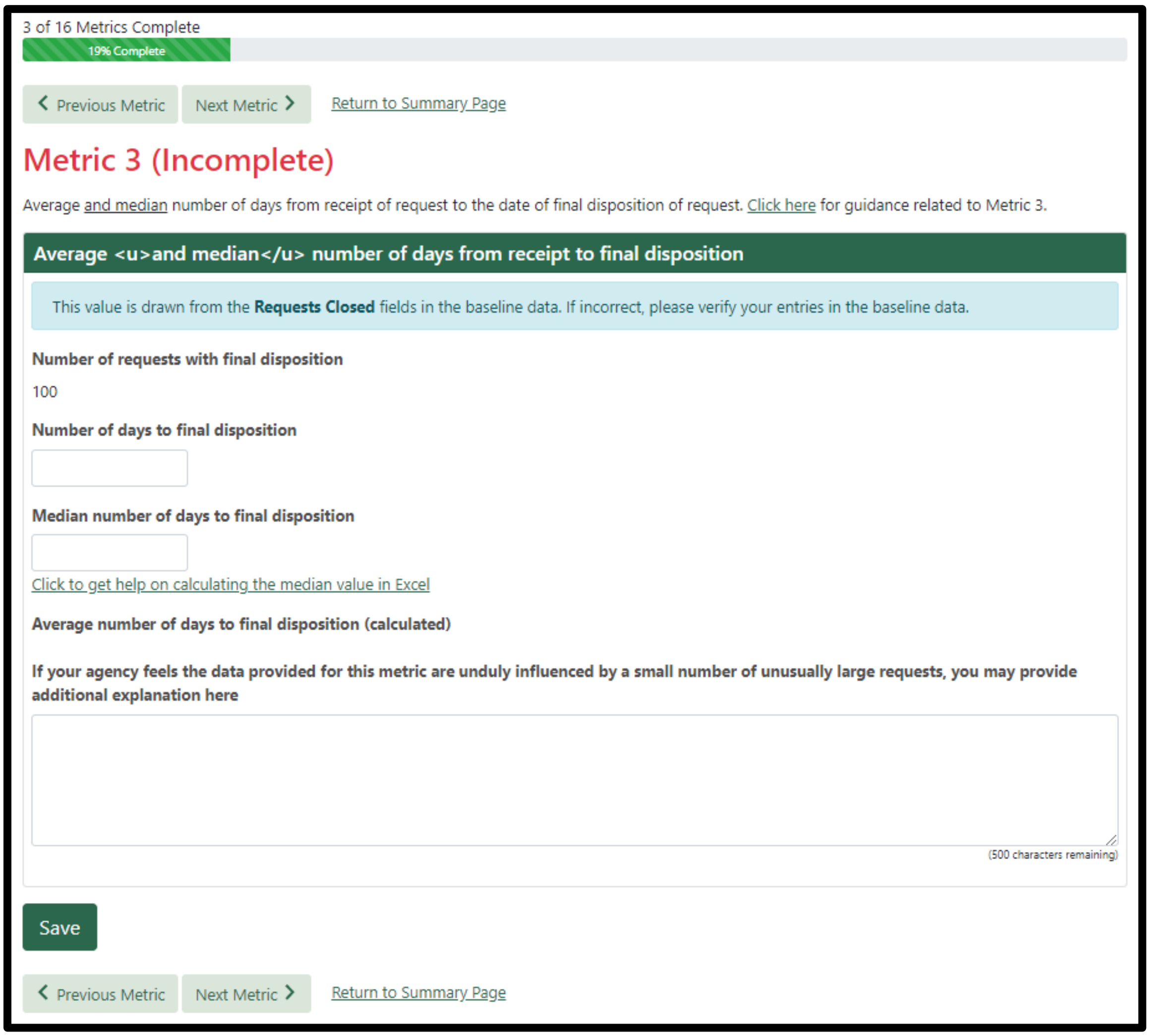
Save

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.

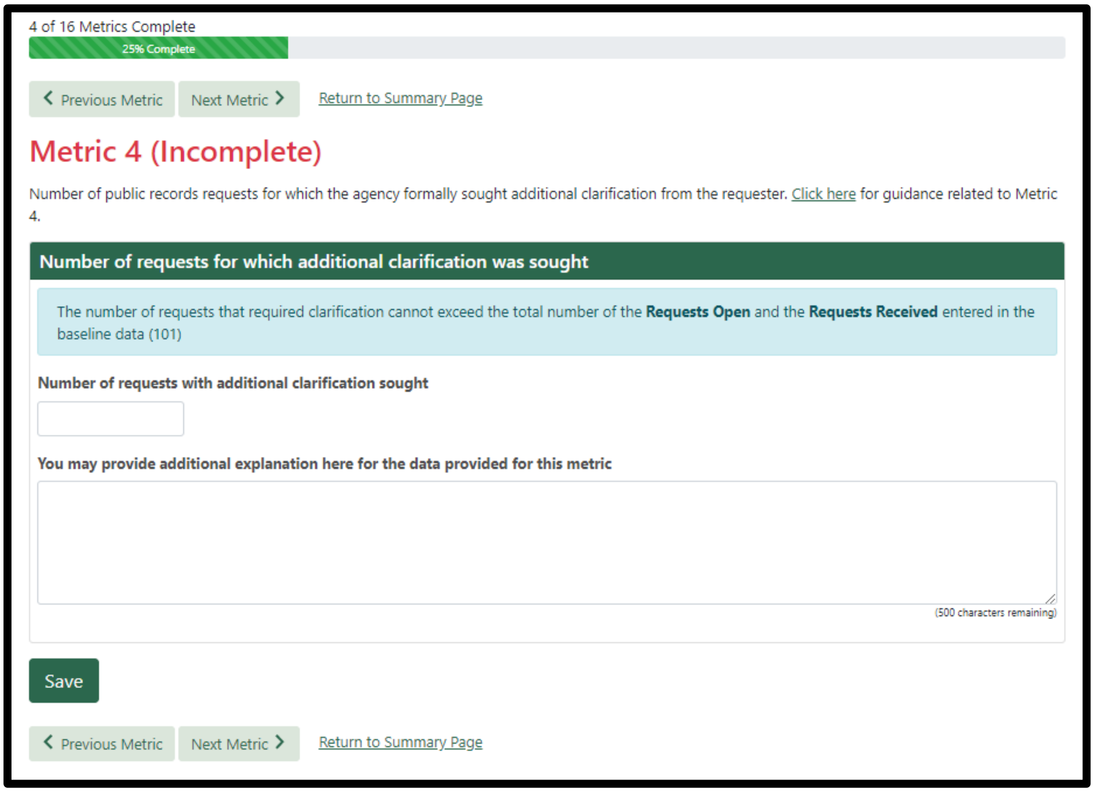
For detailed descriptions of each data field, see the Agency Guidance document.



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.

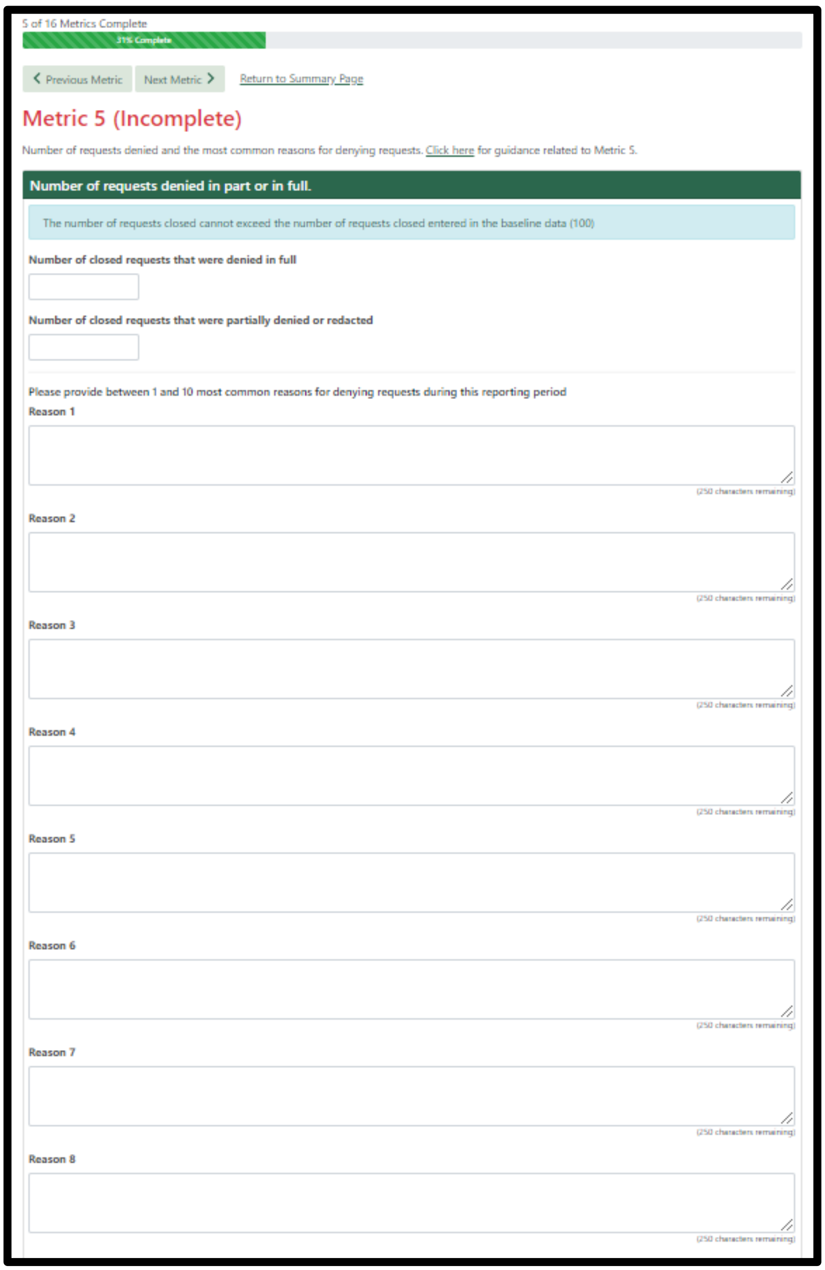
For detailed descriptions of each data field, see the [Agency Guidance] document.



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.

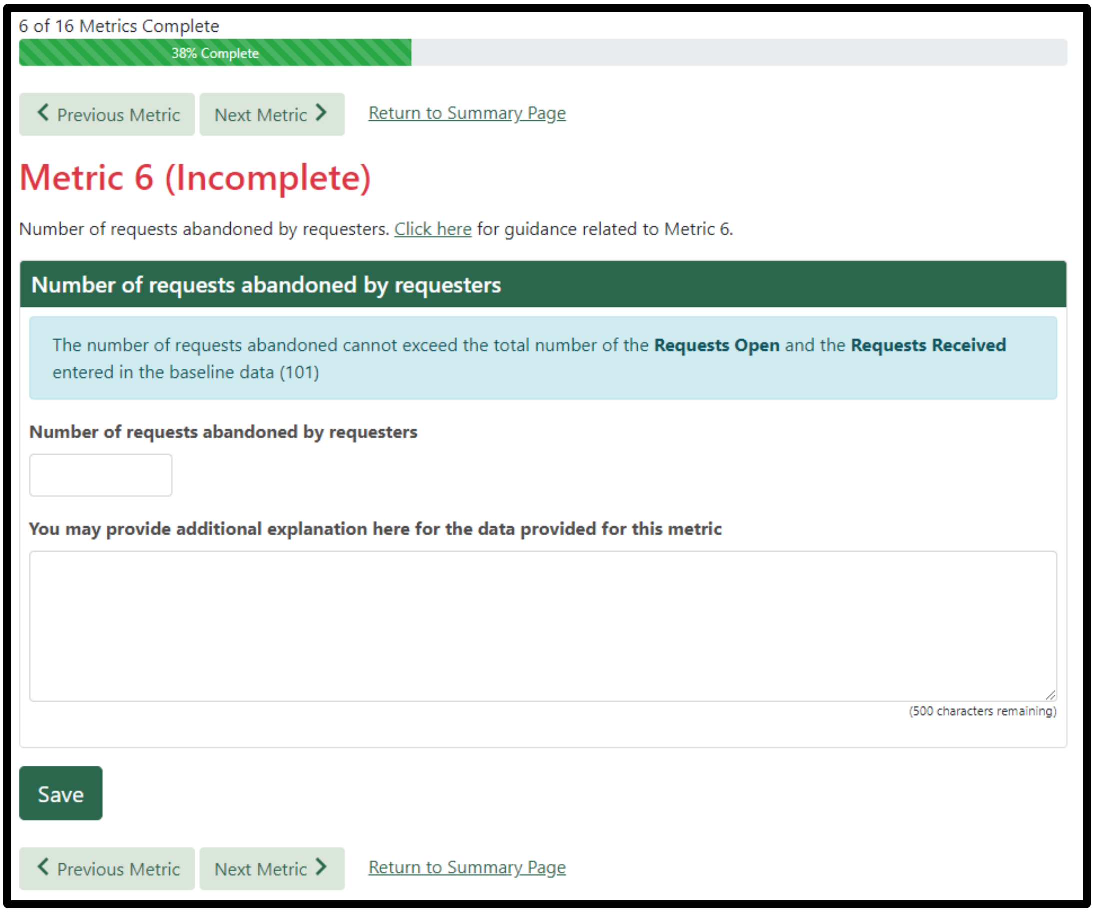
For detailed descriptions of each data field, see the [Agency Guidance]() document.



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.

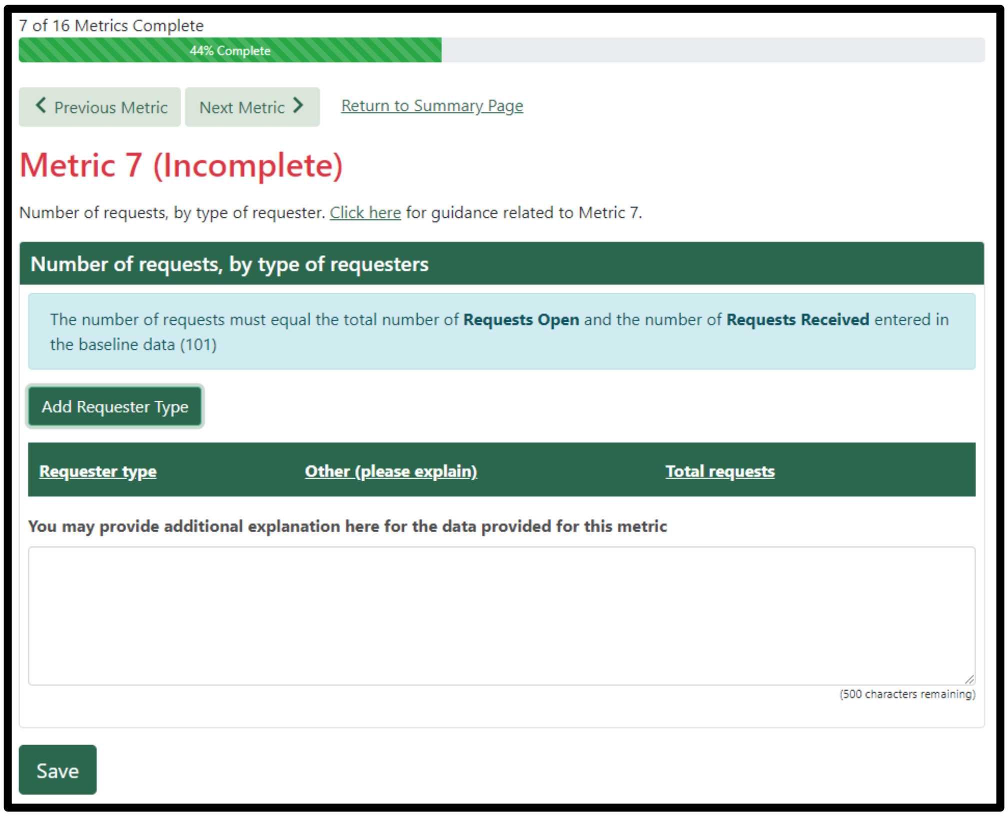
For detailed descriptions of each data field, see the Agency Guidance document.

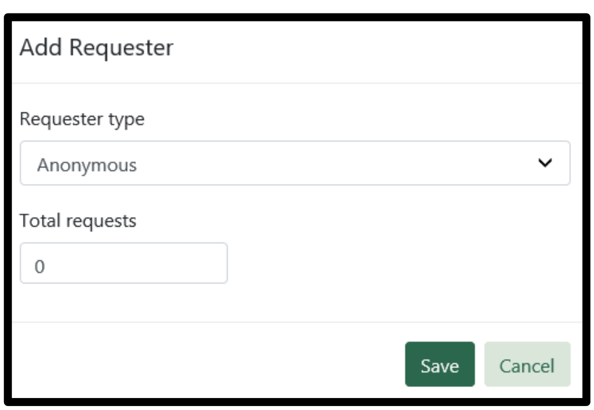


Metric 7

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.

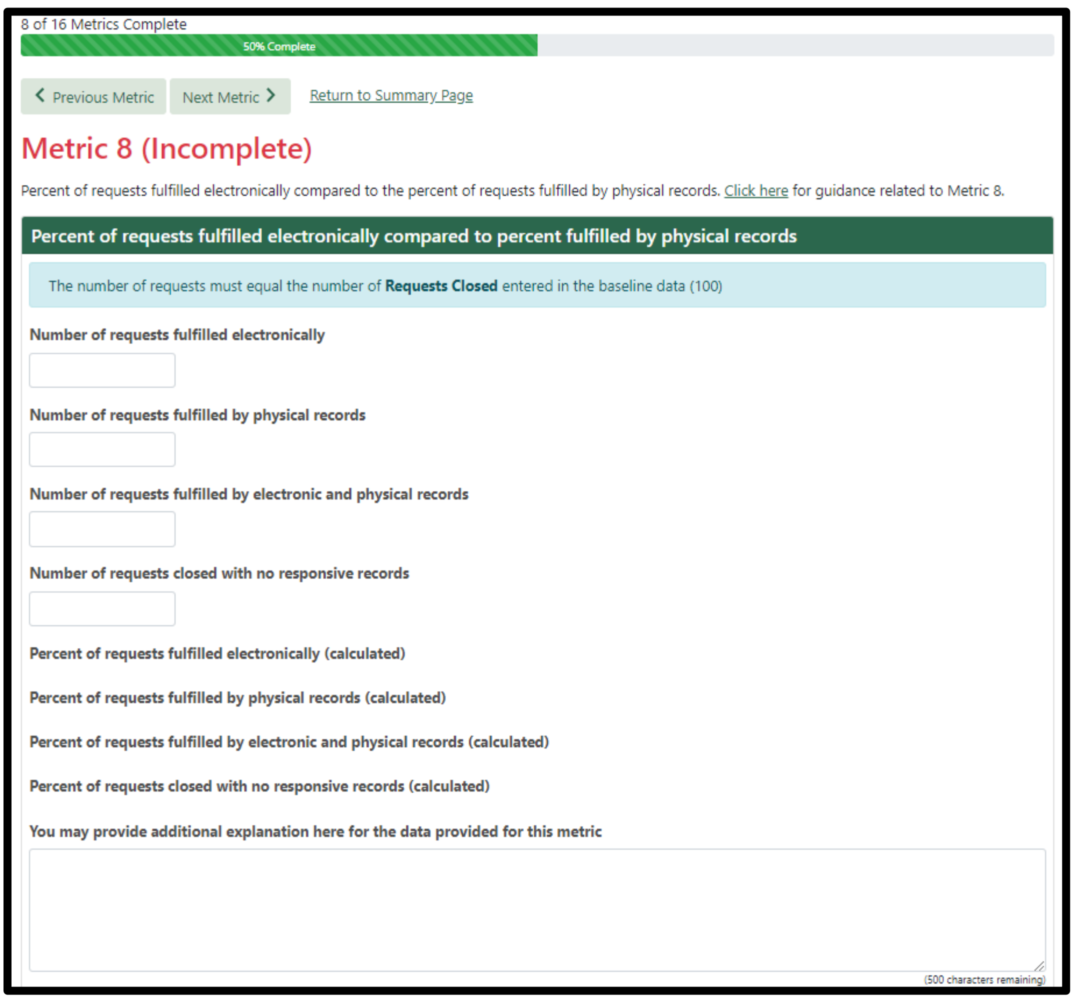




Metric 8

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.

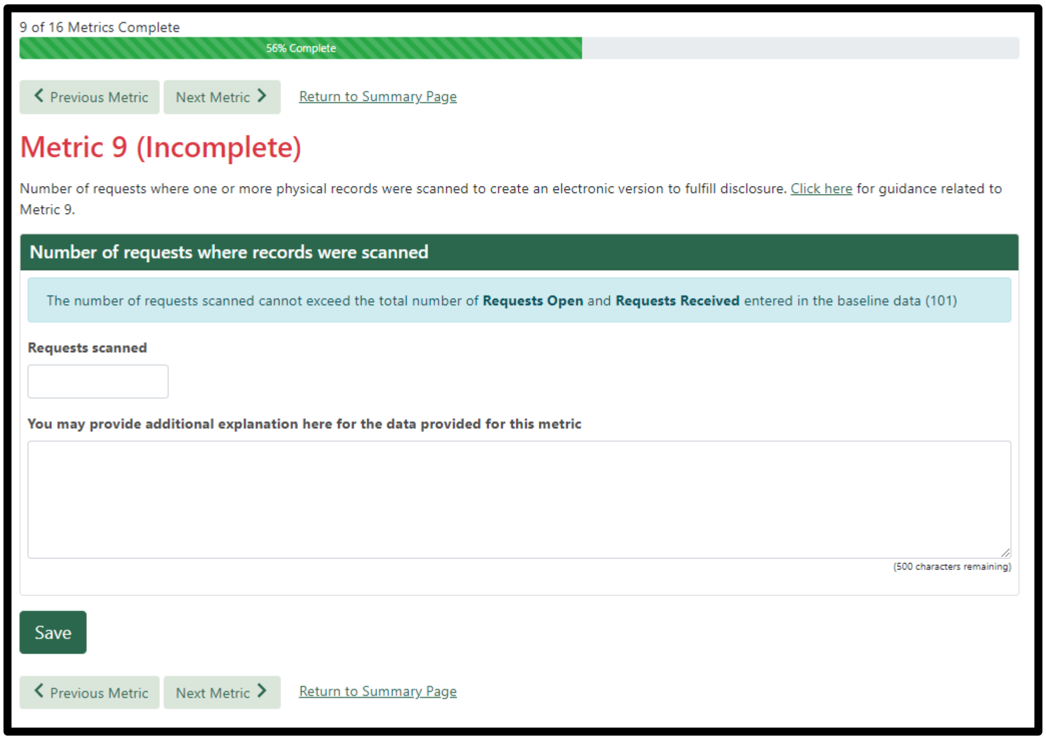
For detailed descriptions of each data field, see the [Agency Guidance]() document.



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.

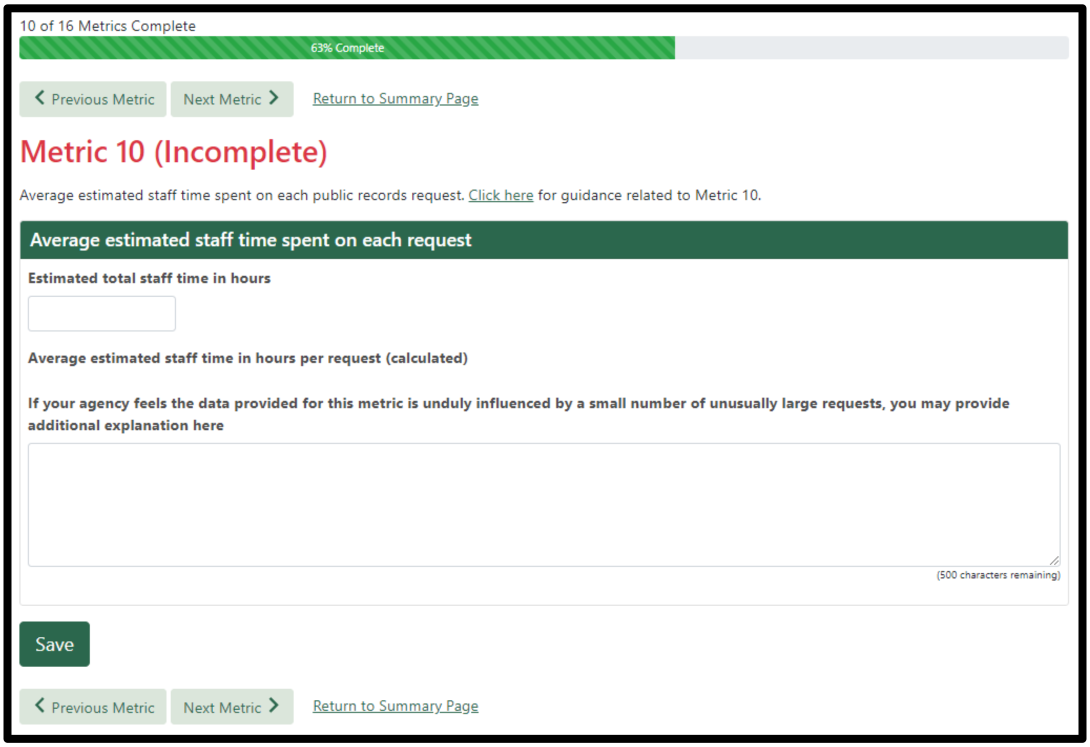
For detailed descriptions of each data field, see the [Agency Guidance] document.



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.

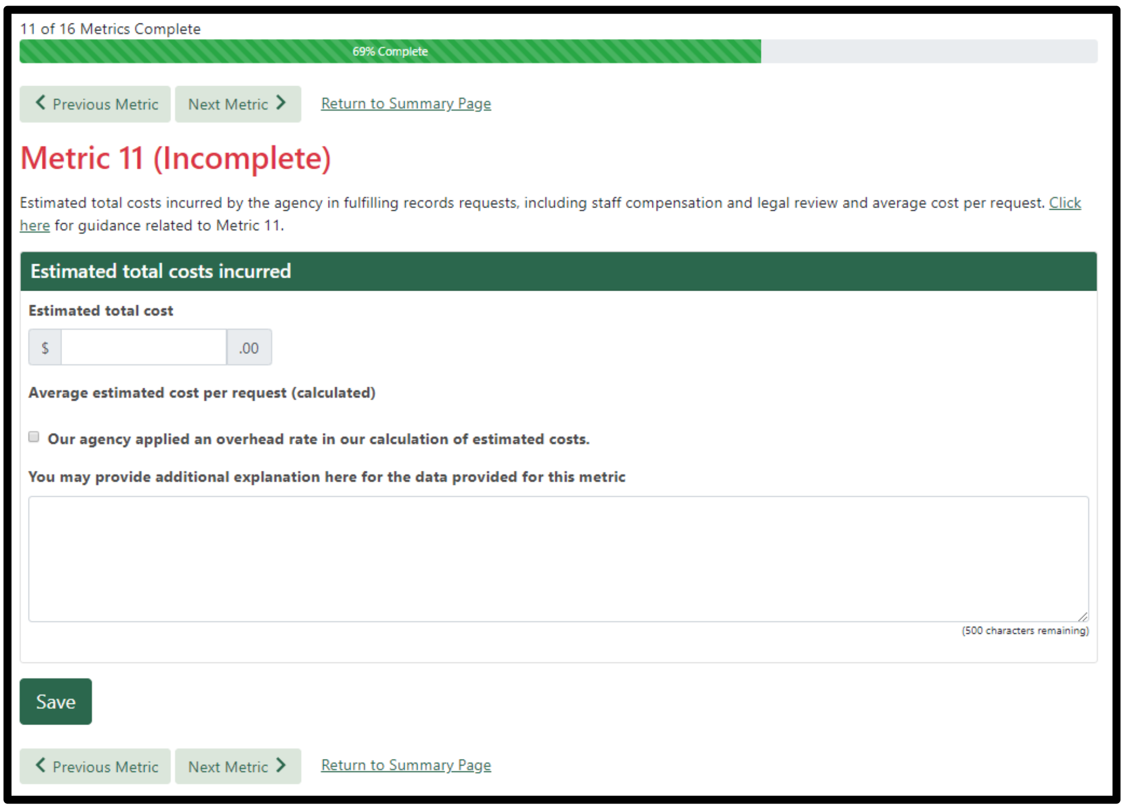
For detailed descriptions of each data field, see the Agency Guidance document.



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.



Metric 12

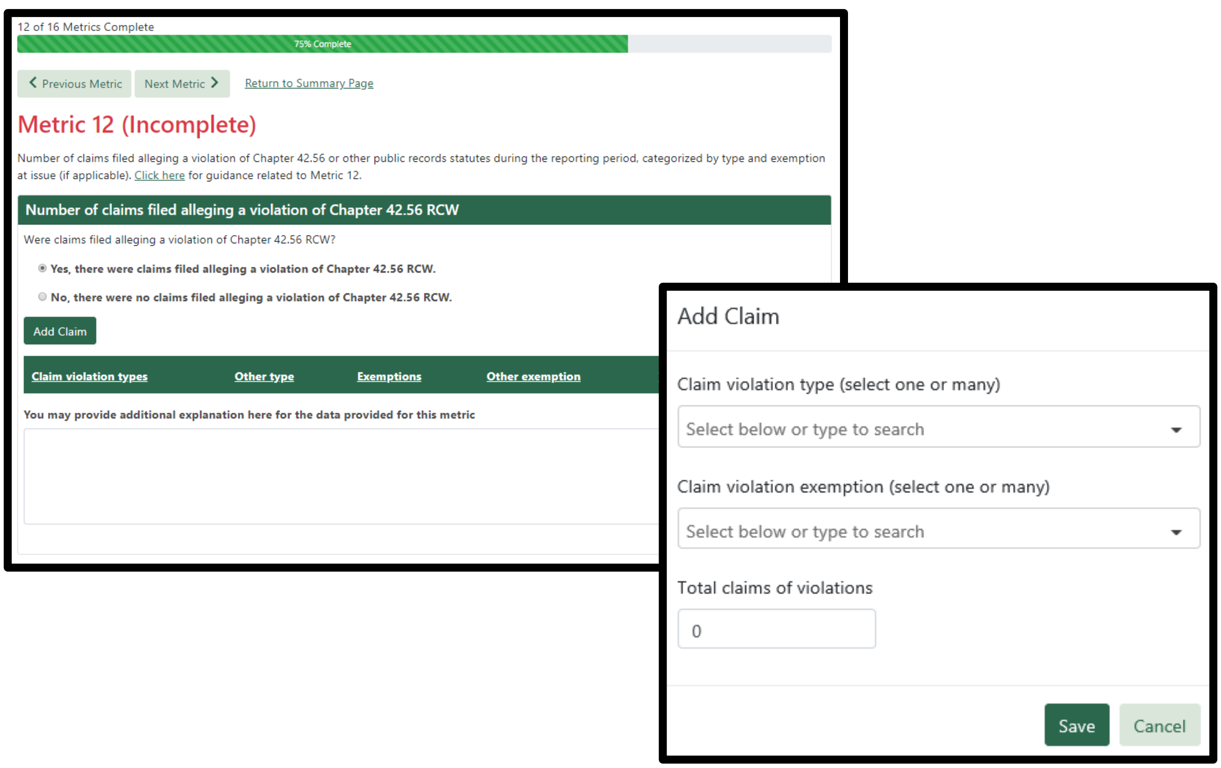
Select either “Yes, there were claims filed alleging a violation of Chapter 42.56 RCW” or “No, there were no claims filed alleging a violation of Chapter 42.56 RCW.”

- **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.

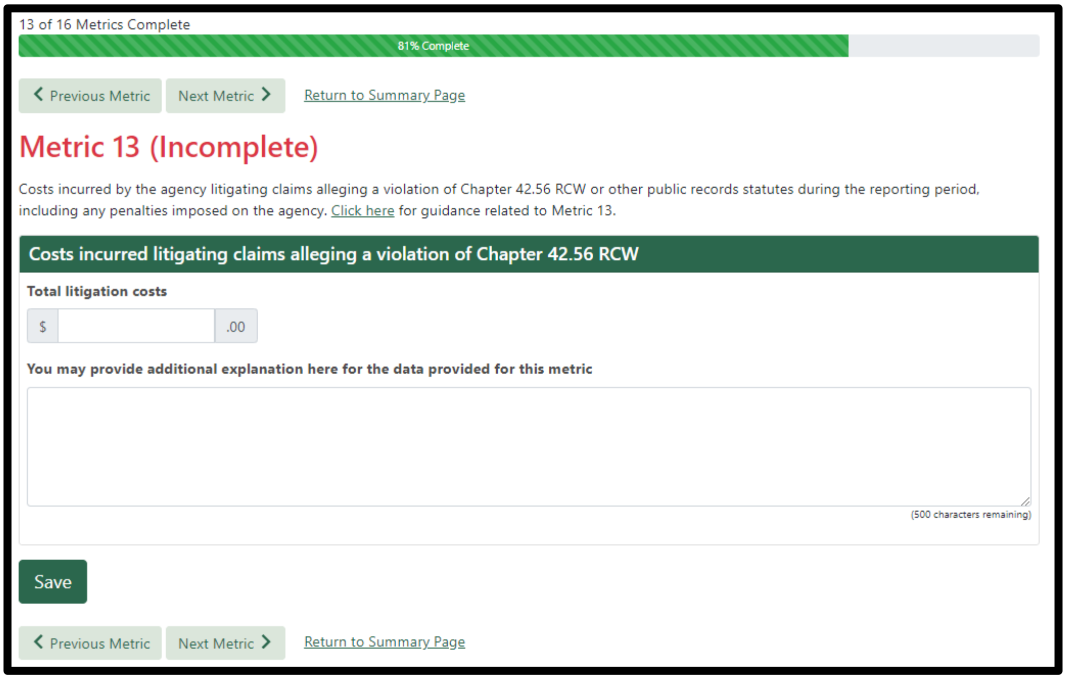
For detailed descriptions of each data field, see the Agency Guidance document.



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.

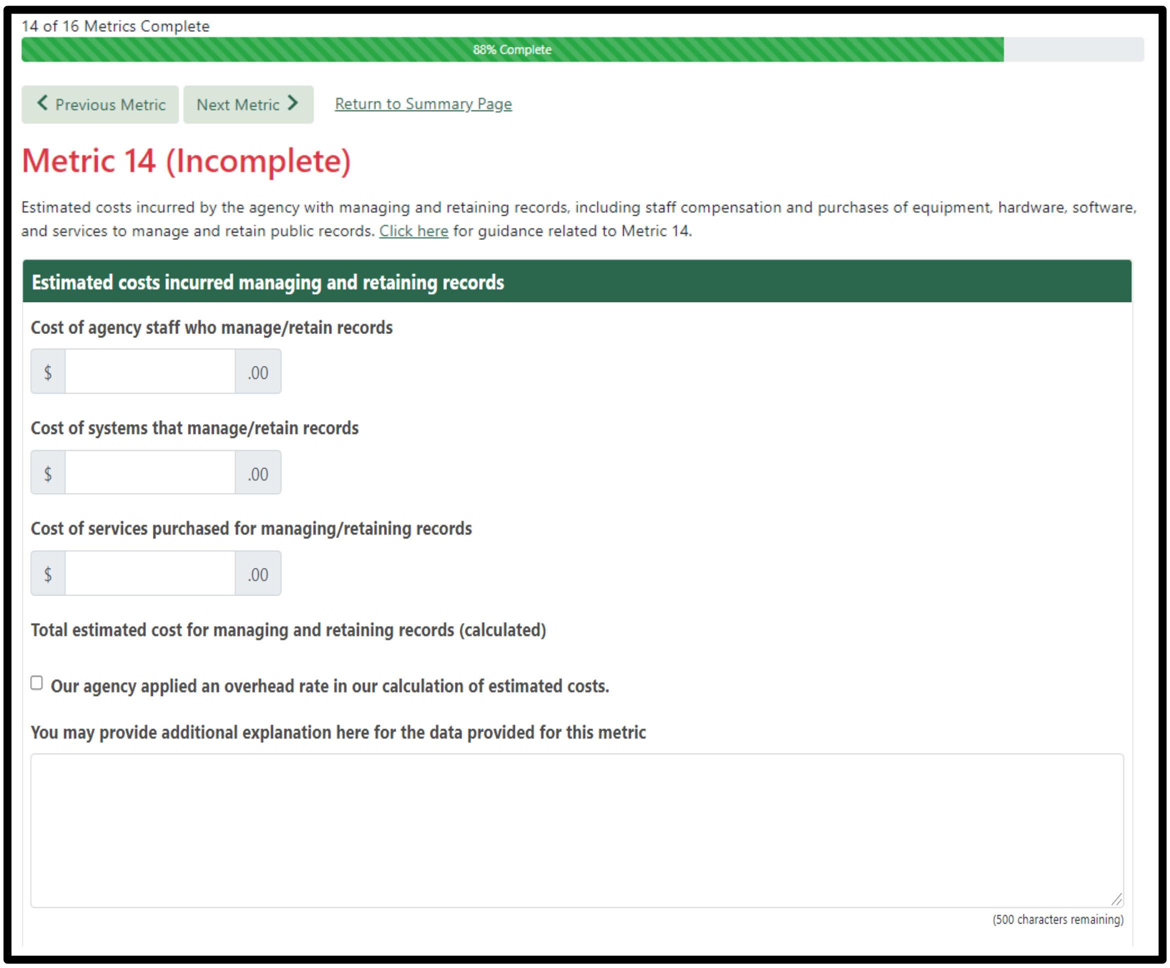
For detailed descriptions of each data field, see the Agency Guidance document.



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.



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.