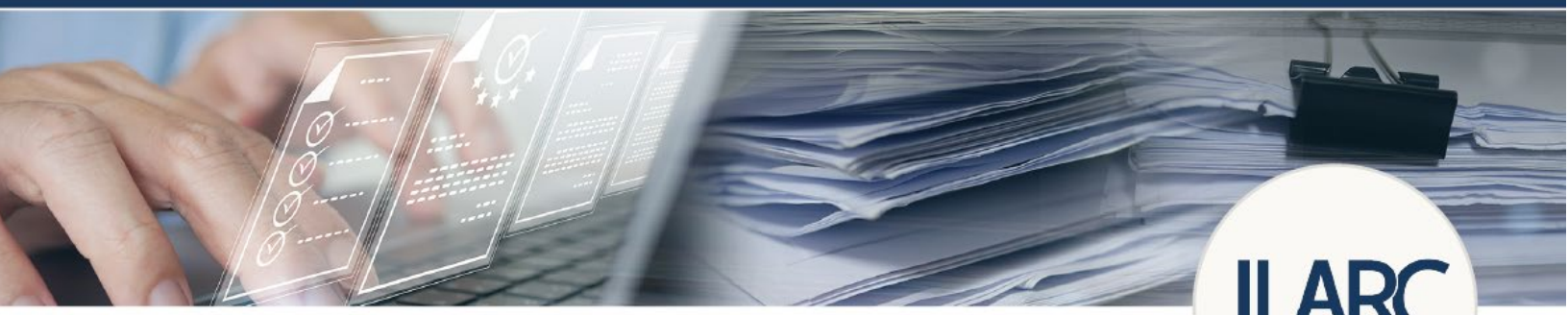

JLARC Public Records Data Reporting

Public Records Reporting System Guidance

Provided by staff to the Joint Legislative Audit and Review Committee

Last updated: January 2025

JLARC Public Records Website | JLARCPublicRecordsStudy@leg.wa.gov

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In 2017, the state Legislature directed certain state and local agencies to report annually on performance metrics related to public records retention, management, and disclosure. The Joint Legislative Audit and Review Committee (JLARC) is responsible for providing a method for reporting, and for establishing standardized metrics for these reporting requirements.

Pursuant to this legislative directive, JLARC, in consultation with state and local agencies, has created guidance for agencies to follow when reporting their public records data. JLARC is providing this comprehensive handbook to be used by the public records professionals and others in state and local agencies who will be responsible for documenting the information that is submitted to JLARC annually.

A companion document titled Public Records Metric Guidance is also available. It provides detailed guidance on what metric data is needed to report to JLARC. This companion document, along with additional agency resources, can be found on JLARC's website.

WHAT HAS CHANGED SINCE THE LAST REPORTING CYCLE?

January 2025 - no changes to reporting.

WHICH AGENCIES ARE REQUIRED TO REPORT?

Each state and local agency with at least $100,000 of staff and legal costs associated with fulfilling public records requests in the preceding calendar year is required to report; state and local agencies that spent less than $100,000 may voluntarily submit reports. [See RCW 40.14.026(5)]

What is an "agency"

According to the Public Records Act (PRA), "State agency" includes every state office, department, division, bureau, board, commission, or other state agency. "Local agency" includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency. [RCW 42.56.010(1)]

In most cases, it is clear whether an organization is considered an "agency" for the purposes of the PRA. In some cases, however, it may be less apparent. For example, each city is considered a separate agency. However, a county may include several "agencies" as each separately elected official may control an independent department that would qualify as an agency. In that case each of the separate county agencies would make its own determination about whether it meets the $100,000 threshold for required reporting.

NEED HELP?

Please review our Public Records Metric Guidance document for detail on reporting metrics. 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

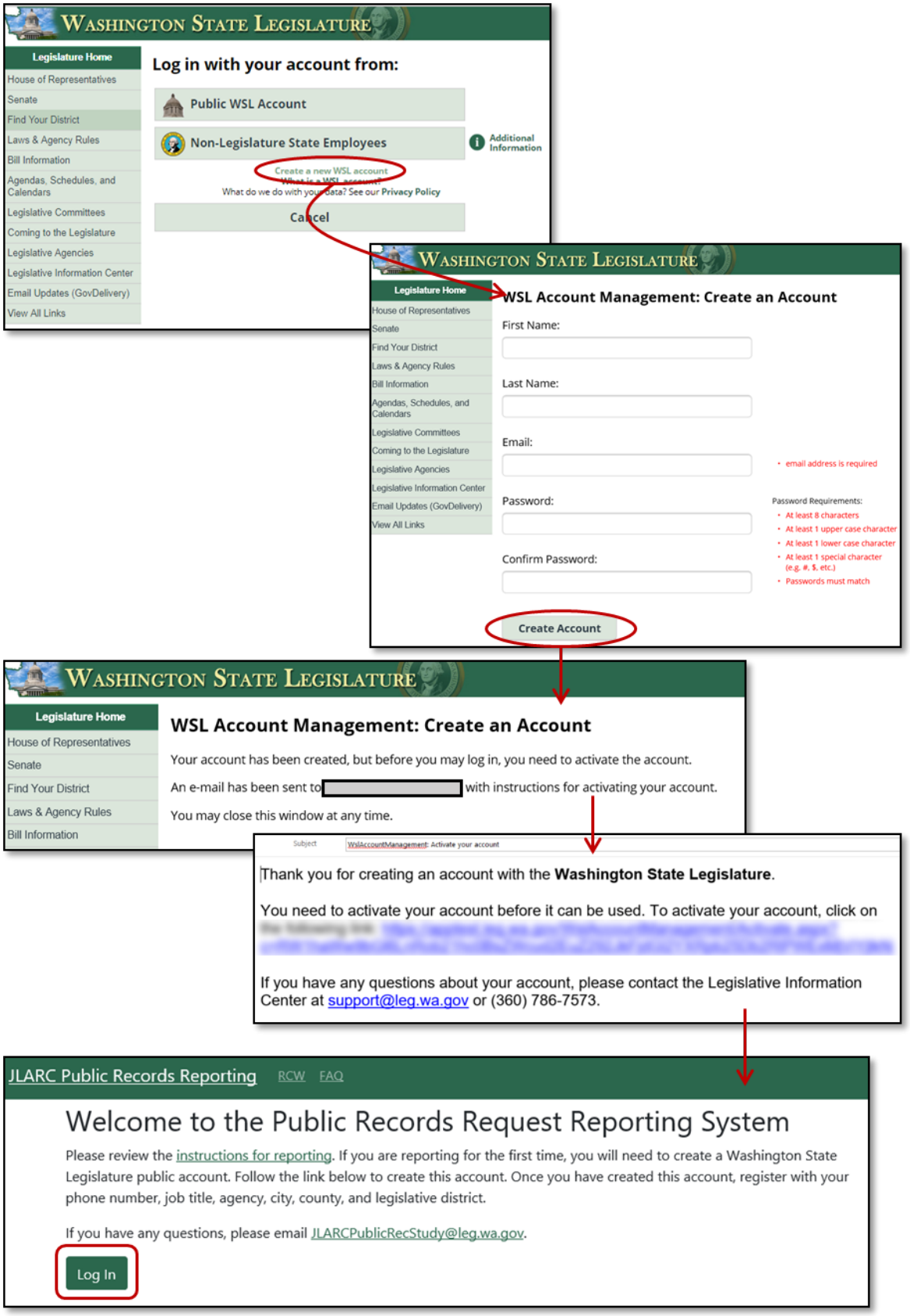
You will need a Washington State Legislature (WSL) public account to access the Public Records Data Collection Reporting System

If you have a WSL Public Account, skip to page 6.

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

Screenshots 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 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
WASHINGTON STATE LEGISLATURE
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
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.
2. Click the **Log In** button.
3. Select **Public WSL Account.**
4. Provide your email and password, and click the **Login** button.

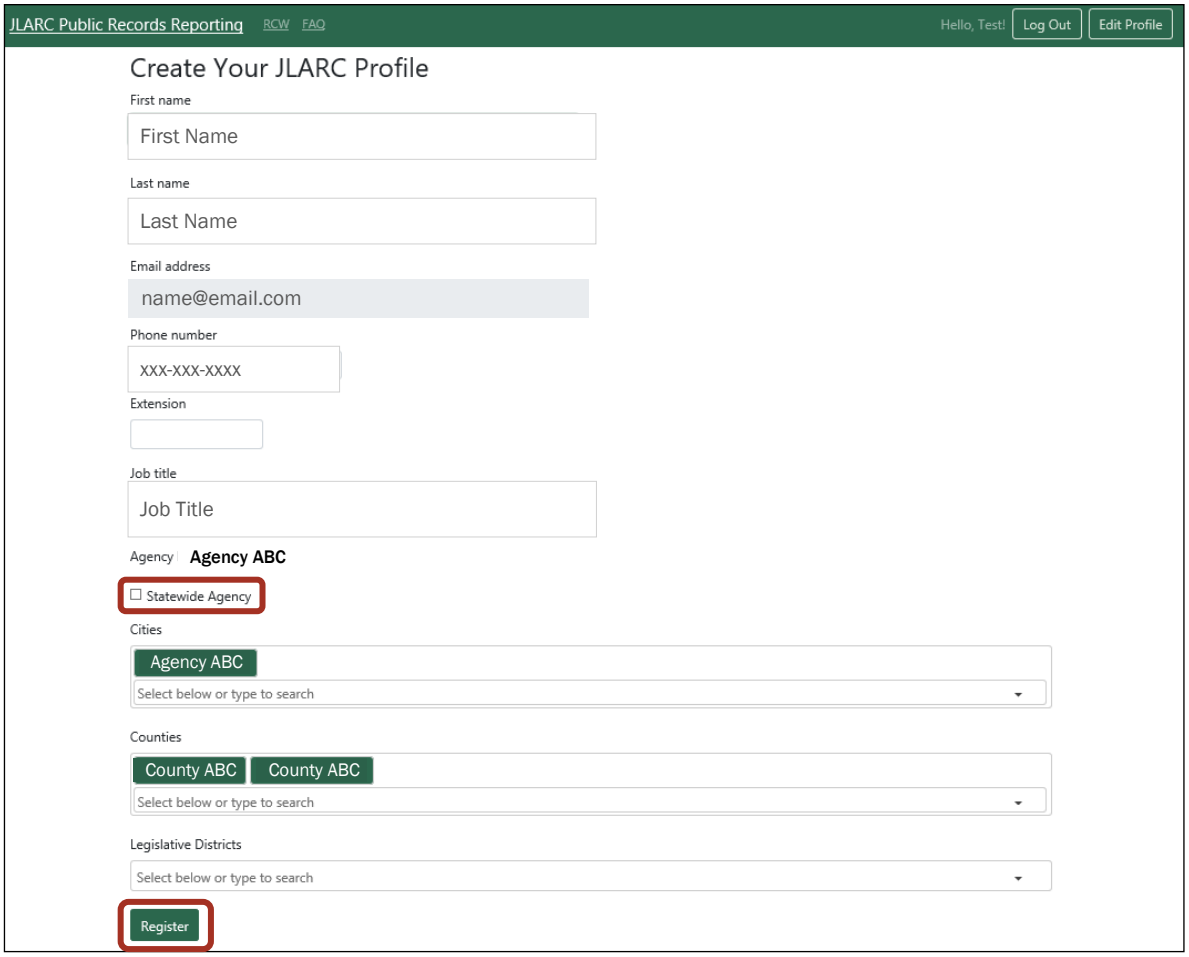
NOTE: If your email has changed, you will need to create a new WSL account. If you get a message saying you are not authorized, please email JLARCPublicRecStudy@leg.wa.gov so we can associate the new email domain with your agency.

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.

NOTE: You cannot edit your email address. If your email address has changed, you will need to create a new WSL account. If you get a message saying you are not authorized, please email JLARCPublicRecStudy@leg.wa.gov so we can associate the new email domain with your agency.

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.



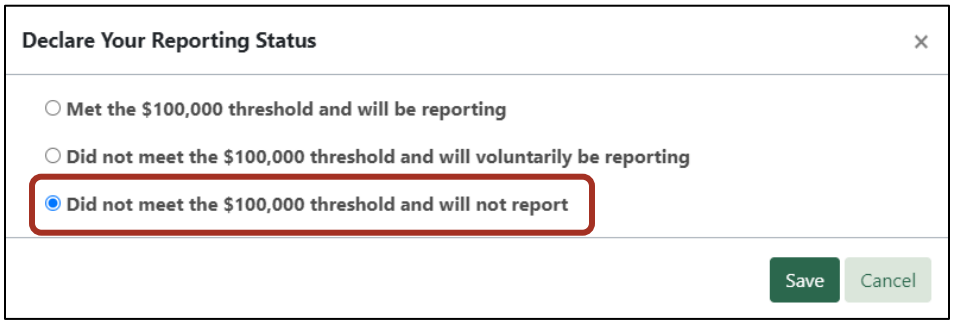
DECLARING YOUR REPORTING STATUS

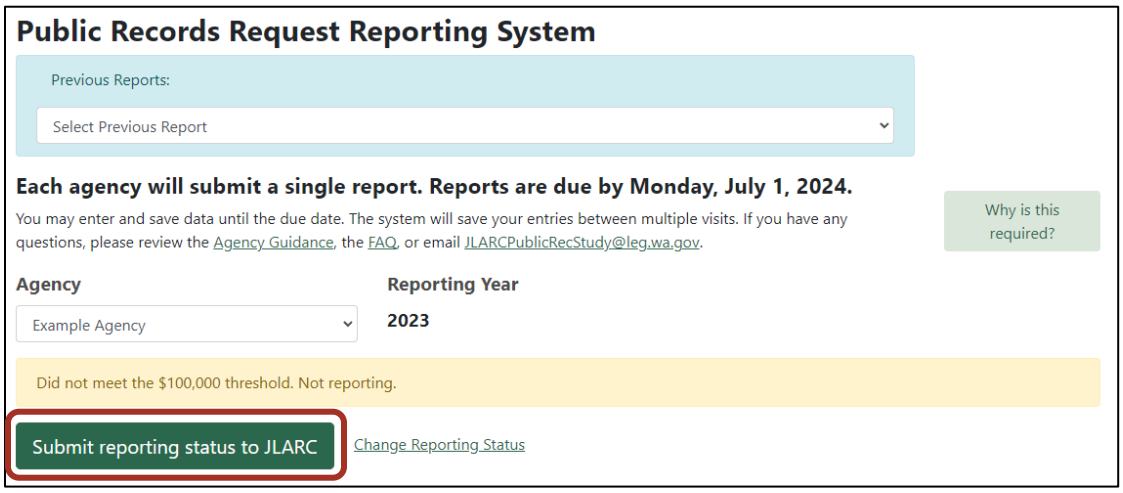
Declare Your Reporting Status – Not Reporting (Did not meet threshold)

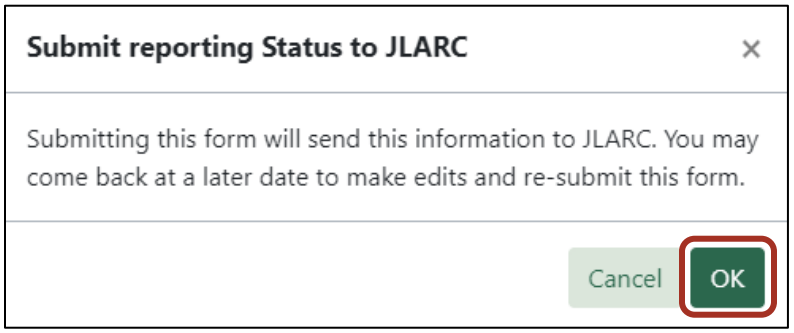
To indicate the agency will not be reporting:

1. Select **Declare Your Reporting Status.**
2. A pop-up will prompt you to select which statement applies to your agency for the current 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 to submit the information to JLARC, click **OK.**
6. Log out of the system.

You may change your reporting status any time before the reporting deadline by logging in and selecting **Change reporting status**.





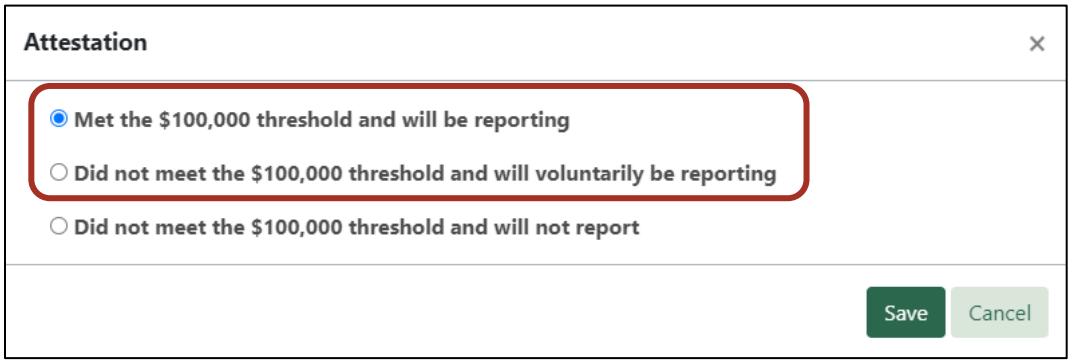


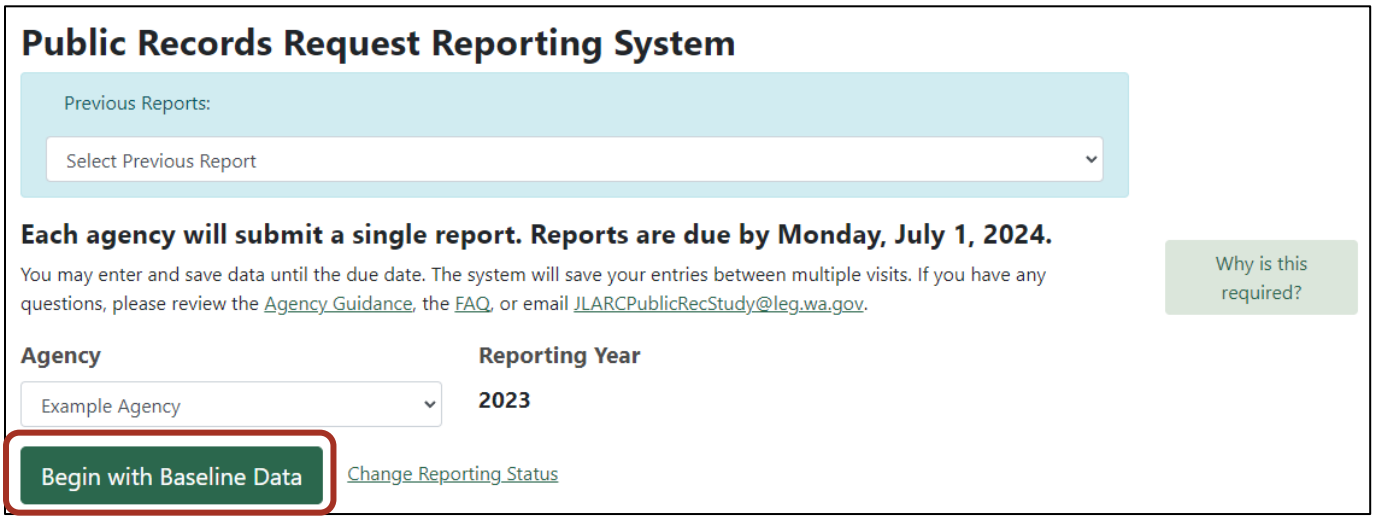
Declare Your Reporting Status – Reporting

The reporting period is January 1 – December 31 each year.

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 current 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 enter/edit data and change your reporting status up until the reporting deadline (statutory deadline is July 1 of each year).





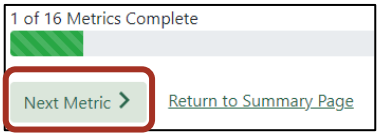
ENTERING METRIC DATA

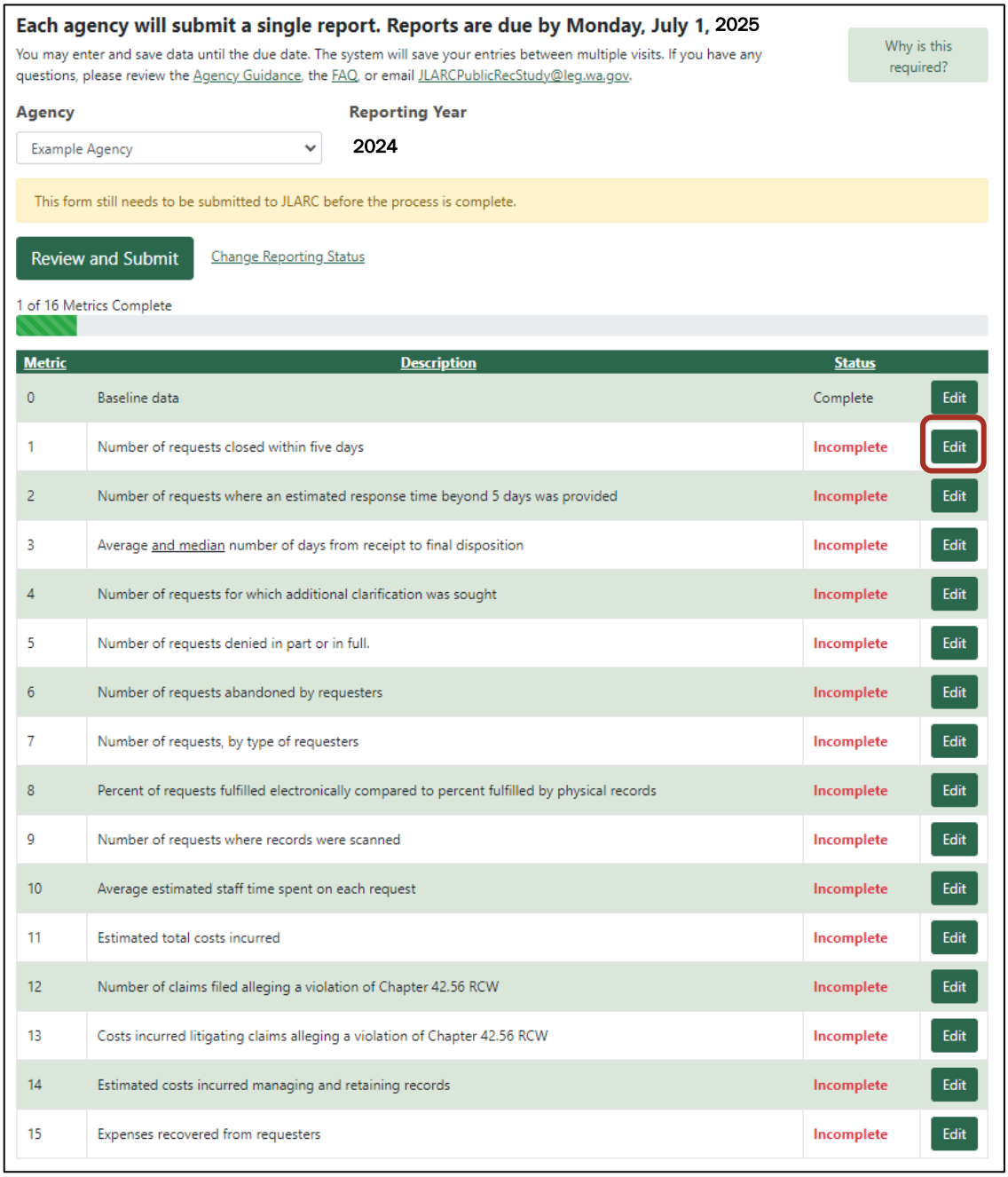
Navigating the data entry

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.





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.

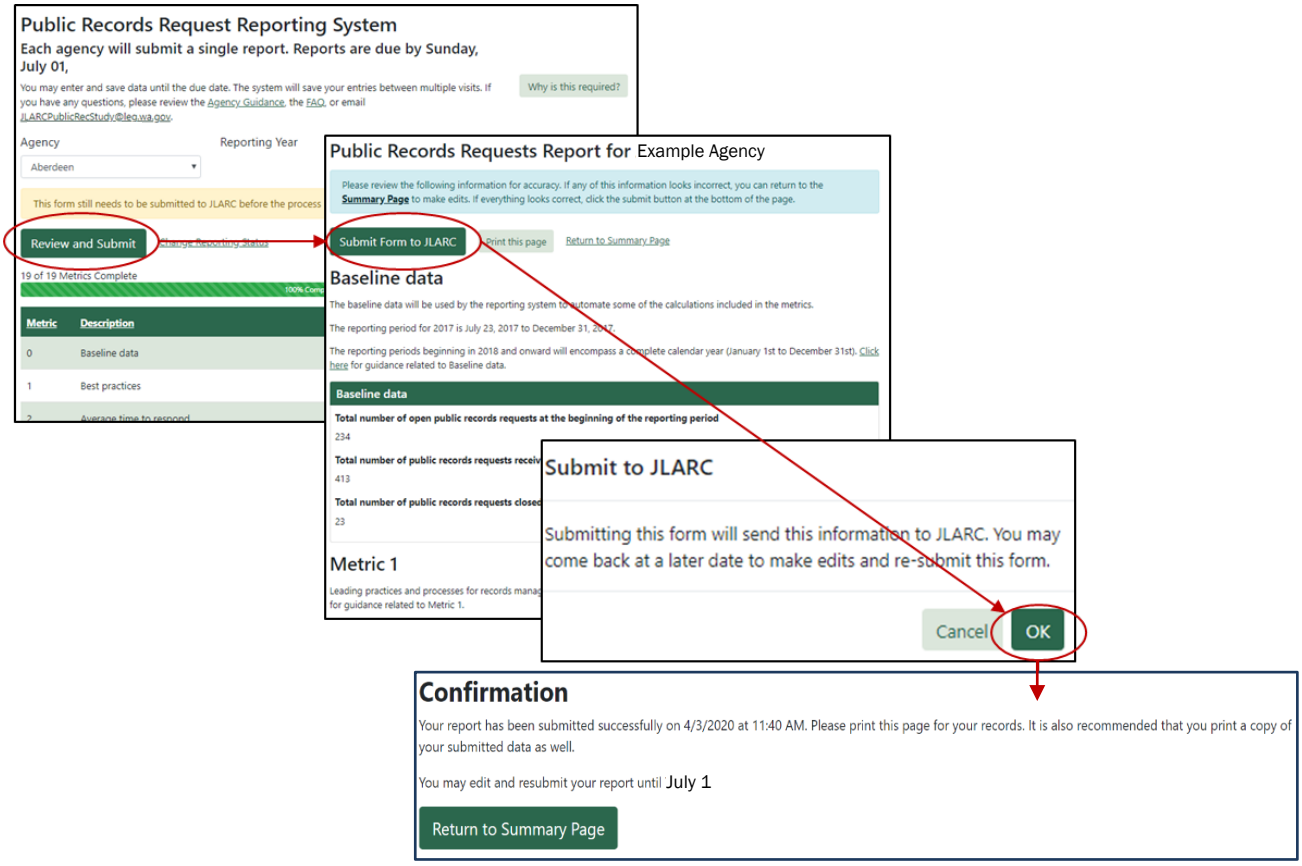
Detailed data descriptions are in the Metric Guidance document.

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 deadline. 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 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**.
    a. 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 **Begin with Baseline Data** to begin reporting.
    b. If you selected **Did not meet the $100,000 threshold and will not report,** select **Submit reporting status to JLARC**.
        i. A pop-up will ask if you want to submit the information to JLARC. Select **OK**.
        ii. Log out of the system.