

## CITY OF RIDGEFIELD PUBLIC RECORDS POLICY

It is the policy of the City of Ridgefield to keep and make available for inspection and copying public records and those public records of the City shall be kept and safeguarded.

All requests for public records shall be handled uniformly, fairly and expeditiously. The City shall respond to all such requests within five (5) business days by either (1) providing the requested record(s); (2) acknowledging receipt of the request and providing a reasonable estimate of time required to respond to the request; or (3) denying the request and including the reason(s) for denial in accordance with the law.

All requests for public records shall be considered in light of the requirements of related case law and the Revised Code of Washington (RCW) Ch 42.56.

### CITY OF RIDGEFIELD RECORDS EXEMPT FROM DISCLOSURE NOT LISTED IN THE REVISED CODE OF WASHINGTON (RCW) CHAPTER 42.56

#### CITATION

RCW 2.64.111

RCW 2.64.113

RCW 4.24.550

RCW 5.60.060

RCW 5.60.070

RCW 7.68.140

RCW 7.69A.030(4)

RCW 7.69A.050

RCW 7.75.050

RCW 9.51.050

RCW 9.51.060

RCW 9.02.100

RCW 9A.82.170

RCW 10.27.070

RCW 10.27.160

RCW 10.29.030

RCW 10.29.090

RCW 10.52.100

RCW 10.77.210

RCW 10.97.040

RCW 10.97.050

RCW 10.97.060

RCW 10.97.070

#### RECORDS

Documents regarding discipline/retirement of judges

Confidentiality – violations

Information on sex offenders

Privileged communications

Court ordered mediation records

Victims' compensation claims

Child victims and witnesses – protection of identity

Rights of child victims and witnesses – addresses

Records of Dispute Resolution Centers

Disclosing transaction of grand jury

Disclosure of grand jury deposition

Reproductive privacy

Financial institution records – wrongful disclosure

Grand jury testimony and/or evidence

Grand jury reports – release to public only by judicial center

Organized crime special inquiry judge

Records of special inquiry judge proceedings

Records identifying child victim of sexual assault

Records of persons committed for criminal insanity

Criminal history information released must include disposition

Conviction and criminal history information

Deletion of certain criminal history record information (conditions)

Disclosure of identity of suspect to victim

RCW 10.97.080	Inspection of criminal report by subject
RCW 13.32A.090	Crisis residential centers notice to parent about child
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses-release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 13.70.090	Citizen juvenile review board – confidentiality
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act-protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy reports on child abuse and neglect
RCW 26.44.020(19)	Unfounded allegations of child abuse or neglect
RCW 26.44.030	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding-confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.710	Voter registration records – certain information exempt
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW Ch 40.14	Preservation and destruction of public records
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police & courts
RCW 46.52.130(2)	Abstract of driving records
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker’s compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies

RCW Ch 70.02	Medical records – access & disclosure
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted diseases
RCW 70.24.024	Transcripts & records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research, confidentiality safeguards
RCW 70.94.205	Washington Clean Air Act – confidentiality of data
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.390	Information about mental health consumers
RCW 71.05.395	Ch 70.02 applies to mental health records
RCW 71.05.400	Information to next of kin or representative
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal
RCW 71.05.427	Information that can be released
RCW 71.05.430	Statistical data
RCW 71.05.440	Penalties for unauthorized release of information
RCW 71.05.445	Release of mental health information to Dept of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.05.630	Release of mental health treatment records
RCW 71.05.640	Access to treatment records
RCW 71.05.650	Accounting of disclosures
RCW 71.24.035(5)(g)	Mental health information system-confidentiality of client records
RCW 71.34.200	Mental health treatment of minors – records confidential
RCW 71.34.210	Court records of minors related to mental health treatment
RCW 71.34.225	Release of mental health services information
RCW 71.A.14.070	Records regarding development disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 73.04.030	Veterans discharge papers exemption (see related RCW 42.56.440)
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.09.900	Medical assistance
RCW 74.13.121	Financial information of adoptive parents
RCW 74.13.280	Children in out-of-home placements – confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults – confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721-2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300-307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A) and	Grants to States for Child Abuse and Neglect Prevention
45 CFR 160-164	Treatment Programs HIPAA Privacy Rule