



City of Des Moines

Public Records Policy

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POLICY

1. **PURPOSE:**

1.1 Public Records Act: The purpose of the Public Records Act is to provide the public with full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of government. The Public Records Act provides a statutory framework by which to administer access to public records.

1.2 City Policy and Procedure: The purpose of establishing the following policy and procedure is to provide a method by which City staff will review and respond to requests for public records within the Public Records Act framework. The information contained in this document is designed to aid both those requesting public records and those responding to records requests. The policy and procedure should assist in guiding expectations of requesters and providing notice of a mechanism by which to appeal a records decision, if necessary.

2. **REFERENCE:**

RCW 42.56, Public Records Act
Chapter 44-14 WAC
Public Records Act — Model Rules

3. **POLICY:** The City shall provide for inspection and copying of requested public records as provided in this policy and procedure, unless such records are exempt from disclosure under chapter 42.56 RCW or other law under which disclosure is regulated. City staff shall provide assistance to requesters in obtaining the public records they seek.

4. **RESPONSIBILITY/AUTHORITY**

4.1 Public Records Officer: The City Clerk is the designated public records officer. The City's public records officer will oversee compliance with the Public Records Act and these procedures. The City's public records officer may delegate the responsibilities of processing requests to other Departments which in turn may designate a records coordinator to facilitate access to public records within that department. Each such coordinator shall be identified to and coordinate any response through the public records officer.

4.2 City Staff: City staff will provide assistance to requesters, reasonably ensure that public records are protected from damage or disorganization, and prevent fulfilling public records requests from causing excessive interference with essential functions of the City of Des Moines. Assigned City staff will be responsible and held accountable to meet the City's responsibilities of this policy. Failure to do so will result in disciplinary actions.

4.3 Requesters: While requesters are not required to specifically name the Public Records Act, they must give reasonable notice that the request is being made pursuant

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to the act. Requesters must request identifiable records or classes of records that the City can reasonably locate even though they are not required to specifically state the exact record sought. For example, using inexact phrases such as "relating to" a topic (such as "all records relating to the property tax increase") will need clarification from the requestor to determine what records fairly and directly address the topic.

5. DEFINITIONS

Active Record: An active record is used in an office on a routine basis and accessed at least several times per year. Active records are usually kept on-site.

Archival (Appraisal Required) Record: Public records with archival (appraisal required) designation are records which may possess enduring legal and/or historic value and must be appraised by Washington State Archives on an individual basis. Records not selected for retention by Washington State Archives may be disposed of after appraisal.

Archival (Permanent Retention) Record: Public records with archival (permanent retention) designation are records which possess enduring legal and/or historic value and must not be destroyed. These records need to either be transferred to Washington State Archives or retained and preserved according to archival best practices until such time as they are transferred to Washington State Archives.

Essential Record: Essential records are those the City must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary to resume core functions following a disaster. Security backup of these public records should be created and may be deposited with Washington State Archives.

Inactive Record: An inactive record is used or accessed in an office infrequently or no longer used in the conduct of current business, but is still required to be kept by the retention schedule for legal or historical purposes. Inactive records are usually stored off-site.

Public Record: RCW 40.14.010 defines public record as "...The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

RCW 42.56.020 defines a public record as "...any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

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If there is a conflict in the two definitions the City, subject to legal review, will apply the broadest definition.

Reasonable Use: The use of copying machines to copy public record documents that does not unreasonably interfere with City staff's use for other City business.

Records Disposition: Actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to archives and destruction.

Retention Schedule: A table setting out requirements adopted by the Washington State Local Records Committee which specifies the length of time each record series will be retained by the agency, whether the record is designated essential, archival, or potentially archival, and final disposition of the record.

Writing: RCW 42.56.010 (3) states: "Writing means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated."

6. GUIDELINES

6.1 MUNICIPAL SERVICES AND CENTRAL OFFICE: The City of Des Moines is a Washington municipal corporation that provides a full range of traditional municipal services to its citizens through various departments. City Hall, the central office, is located at 21630 11th Avenue S., Suite A, Des Moines, WA 98198 and several field offices exist throughout the City. A City organizational chart is attached as Appendix 7.2.

Any person wishing to request access to public records from any City department shall make the request to the Public Records Officer.

Public Records Officer
City of Des Moines
21630 11th Avenue S., Suite A
Des Moines, WA 98198
Phone: 206-870-7603
Fax: 206-870-6540
cityclerk@desmoineswa.gov

Requests can also be made online at www.desmoineswa.gov/prr

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6.2 AVAILABILITY OF PUBLIC RECORDS

- a. **Index.** The City of Des Moines adopted by Resolution No. 1185 that maintaining an index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and office locations.
- b. **City Website.** Many records are available on the City's web site at www.desmoineswa.gov. Requesters are encouraged to view the documents available on the web site prior to submitting a records request.
- c. **Protocol for Inspection/Copying.** Public records are generally available for inspection and copying during normal business hours of Monday through Friday, 8 a.m. to 4:30 p.m., excluding legal holidays. Records must be inspected at an office of the City of Des Moines. Requesters are prohibited from removing records from City offices.
- d. **Maintenance/Order of Records.** The City will maintain its records in a reasonably organized manner. The City will take reasonable actions to protect records from damage and disorganization.

6.3 MAKING A REQUEST FOR PUBLIC RECORDS:

- a. In order to track and promptly respond to all requests for public records, such requests shall be made in writing and delivered in person or by fax, mail or by email. Requests delivered by telephone or orally will not be accepted as valid public record requests.
- b. Any person wishing to inspect or copy public records of the City shall enter the request using the City's online request form at www.desmoineswa.gov/prr or make the request in writing on the City's request form in person, by regular mail, or by fax to the designated individual set forth in 6.1. Email requests must be addressed to the City Clerk, sent to cityclerk@desmoineswa.gov and must include the following information:
 - 1. Name of requester;
 - 2. Date of request;
 - 3. Phone, email, and/or address or other contact information of requester;
 - 4. Identification of the public records adequate for the public records officer or designee to locate the records (title and date, if known);
 - 5. Location (department) of the requested records, if known;
 - 6. Whether the requester intends to inspect the records or obtain a photocopy of the records, at the cost set forth in Section 6.15 of these guidelines; and
 - 7. Method by which the City should contact requester.

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- c. The Public Records Request Form is available on the City's web site. City staff will request that a Public Records Request Form be completed. However, if the requestor is in need of assistance, responding staff will assist in completing the form.
- d. If the record(s) requested is/are not easily identified, may be kept by multiple departments, or the requester is unsure of where to file the request, the requester should direct the request to the City's Record Officer.
- e. Affected staff will be advised by the records officer to retain possession of records covered by public records requests, including any records that may be scheduled for destruction. City staff may not destroy or otherwise delete covered records until the request is fulfilled.
- f. A requester is not typically required to state the purpose of the request. However, in instances where additional information is required by law or in an effort to clarify or prioritize a request and provide responsive records, the public records officer or designee may inquire about the nature or scope of the request.

6.4 PROCESSING PUBLIC RECORDS REQUESTS:

- a. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.
- b. Within five business days of receipt of the request (day one is the first working day after the request is received), the public records officer or designee will do one or more of the following:
 - 1. Make the records available for inspection or copying; or
 - 2. Identify an internet location where the record can be accessed. Requesters who cannot access the internet may be provided hard copies or access to a City terminal to access the record; or
 - 3. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requester; or
 - 4. Provide a reasonable estimate of when records will be available; or
 - 5. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available; or
 - 6. Deny the request.
- c. If the City of Des Moines does not respond in writing within five business days of receipt of the request for disclosure, the requester should consider contacting the public records officer to determine the reason for the failure to respond.
- d. In the event that the requested records contain information that may affect rights of others and/or may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to those persons. Such notice should be given to make it possible for those receiving the notice to seek an order from a court to prevent or limit

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the disclosure. The notice to the affected persons will typically include a copy of the request.

- e. Some records are exempt from disclosure, in whole or in part. If the City of Des Moines believes that a record or portion of a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

6.5 INSPECTION OF RECORDS:

- a. The City of Des Moines will provide a space for persons to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requester shall indicate which documents he or she wishes the agency to copy.
- b. Parties wishing to inspect electronic records may be provided copies of the records on a CD or other storage device may be directed to an internet address where the records can be accessed, or may receive records by email. If a requester cannot access records in these ways, the City may provide hard copies or allow a requester to view copies on an agency computer.
- c. The requester must make arrangements to claim or review the assembled records within thirty days of notification that the records are available for inspection or copying.
- d. If the requester fails to claim or review the records within the thirty-day period or make other arrangements, the City may close the request and re-file the assembled records. In the event the requester submits a new request for the same or almost identical records, the process will begin anew.

6.6 PROVIDING COPIES OF RECORDS: After inspection is complete, the public records officer or designee shall make the requested copies, arrange for copying or allow the requestor under staff's supervision to make copies. For the last option, reasonable use of copying machines for copying documents will be made available. The requester shall pay any applicable deposit prior to copies being made. Full payment for copies must be received prior to delivery of the requested copies.

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6.7 PROVIDING RECORDS IN INSTALLMENTS:

- a. When the request is for a large number of records or when a portion of responsive records is more readily available than others, the public records officer or designee may provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way.
- b. If, within thirty days, the requester fails to inspect the available installments, the public records officer may discontinue his/her search for the remaining records and close the request.

6.8 COMPLETION OF RESPONSE TO INSPECT RECORDS: When the search for requested records is complete and all requested records are provided for inspection, the public records officer or designee will indicate that the City has completed a reasonable search for the requested records and made any located, nonexempt records available for inspection.

6.9 CLOSING WITHDRAWN OR ABANDONED REQUESTS: When the requester either withdraws the request or fails to fulfill his or her obligation to timely inspect the records or fails to pay the required amount due for requested copies, the public records officer will close the request and indicate to the requester that the City has closed the request.

6.10 LATER DISCOVERED DOCUMENTS: If, after the City has informed the requester that it has provided responsive records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requester of the additional documents and provide them as soon as possible. However, a public records request is not continuing in nature. If a requester desires additional records created or obtained by the City after the date of the original request, the requester must submit a new request.

6.11 COMPLETION OF REQUEST: The City's response to a request shall be deemed completed upon the requester's inspection of the records or upon notification that copies of all the requested records are available for payment and delivery or pick up, or that no responsive records exist.

6.12 NO DUTY TO CREATE NEW RECORDS: The City is not obligated to create new records to satisfy a records request; however, the City may, at its discretion, create such new records to fulfill the request where the City deems that method of response more expedient.

6.13 PROCESSING OF PUBLIC RECORDS REQUESTS--ELECTRONIC RECORDS: The process for requesting electronic records is the same as for requesting public records in hard copy.

- a. When a requester seeks records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the agency and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record.

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- b. The cost of providing electronic records is addressed in WAC 44-14-07003. It provides, in part,

"... As with charges for paper copies, "actual cost" is the primary factor in charging for electronic records. In many cases, the "actual cost" of providing an existing electronic record is de minimis. However, if the agency has a paper-only copy of a record and the requester requests an Adobe Acrobat PDF copy, the agency incurs an actual cost in scanning the record (if the agency has a scanner at its offices).
- c. With the consent of the requester, the City may provide customized access if the record is not reasonably translatable into the format requested. The City may charge a fee consistent with RCW 43.105.280, which states in part, ". . . Fees for staff time to respond to requests and other direct costs may be included in costs of providing customized access."
- d. Electronic mail (e-mail) is an informational transfer system which uses computers for sending and receiving messages. Email messages are public records when they are prepared, owned, used, or retained by the City and relate to the conduct of government or performance of any governmental or proprietary function. Use of any other e-mail system to conduct City related correspondence is not advised due to public records laws. Any City related e-mail correspondence that is received on a non-City e-mail system should be forwarded to the City e-mail system for preservation. Managing individual e-mail storage and retention is the responsibility of each individual, consistent with the City's document and records-retention guidelines and Section 8-J of the City of Des Moines Personnel Manual.

6.14 EXEMPTIONS:

- a. The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requesters should take note that there are many exemptions contained outside of the Public Records Act that may restrict the availability for inspection or release of some documents. Many such exemptions are listed in Section 7.1 of this policy. This list is for informational purposes only and failure to list an exemption shall not affect the efficacy of any exemption.
- b. The City is prohibited by statute from disclosing lists of individuals for commercial purposes.

6.15 COSTS OF PROVIDING COPIES OF PUBLIC RECORDS:

- a. Costs for paper copies: There is no fee for inspecting public records, and a requester may obtain standard black and white photocopies of up to ten pages at no charge. Fifteen cents (\$.15) per page will be charged if the request exceeds ten

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(10) pages. For example, a request for eleven (11) pages will cost \$1.65. If, at the City's discretion, materials need to be copied by an outside source either due to volume, current workload of City staff, or any other reason, the requester will be charged the actual amount invoiced to the City by the copying vendor.

- b. Envelopes and/or packaging are charged at the actual costs of those supplies.
- c. Postage is charged at the actual postage costs of such postage.
- d. Costs for electronic copies: The cost of electronic copies shall be the actual cost of materials (such as a CD) and the cost to scan the records if scanning is necessary. There will be no charge for e-mailing electronic records to a requester, except where another cost applies. Ten cents (\$.10) per page scan fee will be charged for hard copy records that are scanned into electronic format if the request exceeds ten (10) pages to cover the cost of producing them in electronic format.
- e. In the event a request is estimated to exceed \$25, the City may require the requester to deposit an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).
- f. Payment may be made by cash, check, or money order payable to the City of Des Moines.

6.16 REVIEW OF DENIALS OF PUBLIC RECORDS:

- a. Any person who objects to the initial denial or partial denial of a records request may petition in writing to the public records officer for a review of that decision. The petition must include a copy of or shall reasonably identify the written statement by the public records officer or designee denying the request.
- b. The public records officer or designee will immediately consider the petition and either affirm or reverse the denial within two business days following the public records officer's receipt of the petition, or within such time as the City and the requester mutually agree.
- c. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.

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7. APPENDIX

7.1 List of Exemptions:

WARNING: Reference must be made to the statute to ensure it has not been superseded or changed

<u>RCW</u>	<u>Title</u>
42.56.230	Personal Information
42.56.240	Investigative, law enforcement, and crime victims
42.56.250	Employment and licensing
42.56.260	Real estate appraisals
42.56.270	Financial, commercial, and proprietary information
42.56.280	Preliminary drafts, notes, recommendations, intra-agency memorandums
42.56.290	Agency party to controversy
42.56.300	Archeological sites
42.56.310	Library records
42.56.320	Educational information
42.56.330	Public utilities and transportation
42.56.340	Timeshare, condominium, etc. owner lists
42.56.350	Health professionals
42.56.360	Health care
42.56.370	Domestic Violence Program, rape crisis center clients
42.56.380	Agriculture and livestock
42.56.390	Emergency or transitional housing
42.56.400	Insurance and financial institutions
42.56.410	Employment security department records
42.56.420	Security
42.56.430	Fish and wildlife
42.56.440	Veterans' discharge papers--Exceptions
42.56.450	Check cashers and sellers licensing applications
42.56.460	Fireworks
42.56.470	Correctional industries workers
42.56.480	Inactive programs

Exemptions Outside the Public Records Act

RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders to public
RCW 5.60.060	Privileged communications
RCW 5.60.070	Court-ordered mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4).....	Child victims and witnesses - protection of identity
RCW 7.69A.050	Rights of child victims and witnesses - addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.51.050	Disclosing transaction of grand jury

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RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.02.100	Reproductive privacy
RCW 9A.82.170	Financial institution records - wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports - release to public only by judicial order
RCW 10.29.030	Organized crime special inquiry judge
RCW 10.29.090	Records of special inquiry judge proceedings
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record 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 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys
RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
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 of 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.08.720	Voter registration records - place of registration confidential
RCW 29A.08.710	Voter registration records - certain information exempt

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Chapter 40.14 RCW.....	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 and courts
RCW 46.52.130(2).....	Abstract of driving record
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	Workers' 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
Chapter 70.02 RCW	Medical records - access and disclosure - entire chapter (HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records - confidential
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 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.07	Applies to mental health records
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 71.05.440	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 71.24.035(5)(g).....	Mental health information system - state, county and regional support networks - confidentiality of client records
RCW 71.34.340	Mental health treatment of minors - records confidential
RCW 71.34.335	Court records for minors related to mental health treatment
RCW 71.34.345	Release of mental health services information
RCW 71A.14.070	Records regarding developmental 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 74.04.060	Applicants and recipients of public assistance

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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

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 Safeguarding Information on Applicants and Recipients of
42 CFR 431.300 - 307	Medical Assistance
42 CFR 483.420.....	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 51 06a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule

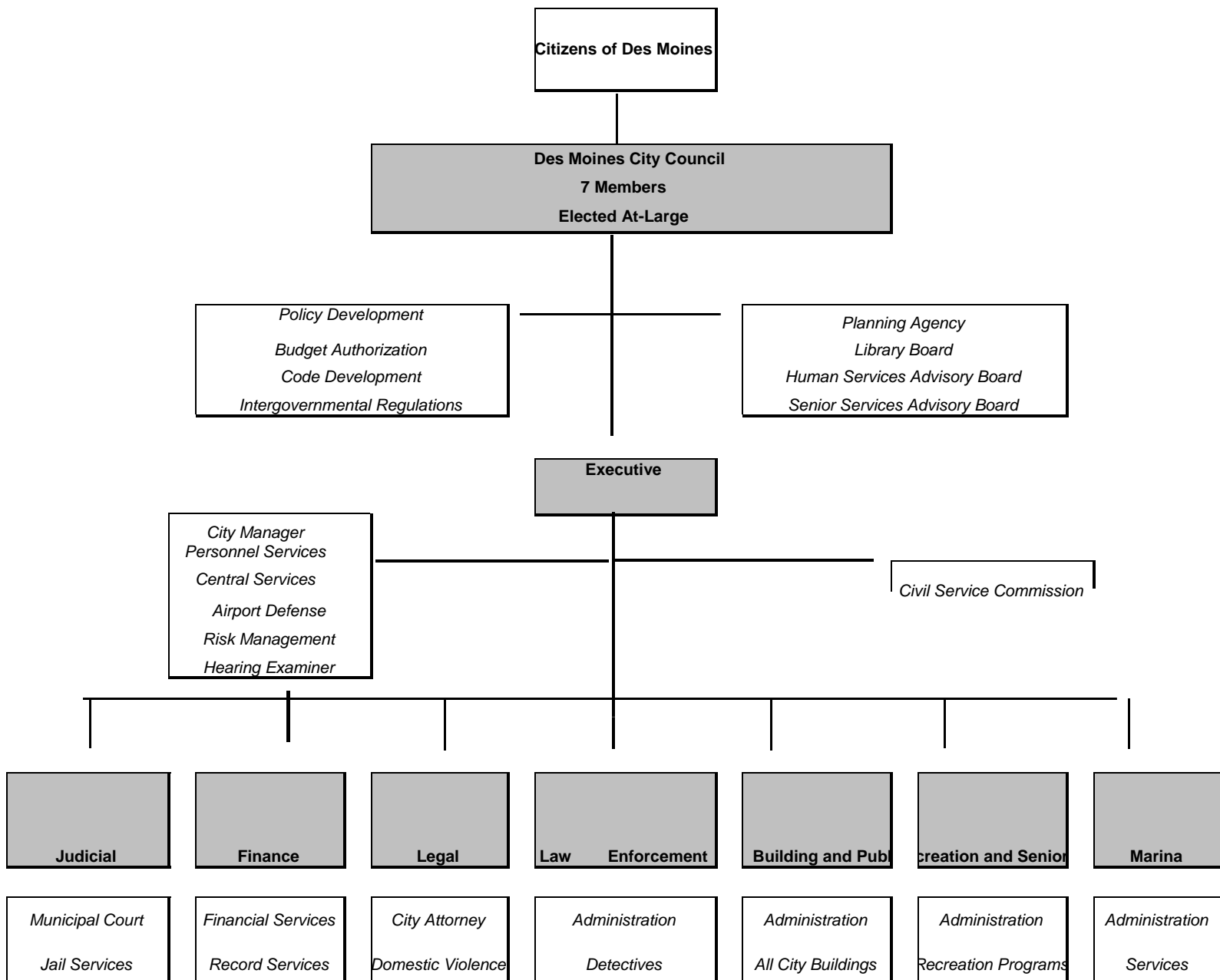
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City Organizational Chart



Public Records Policy

	<p><i>Computer Operations</i></p> <p><i>Debt Service Funds</i></p> <p><i>Grants Management</i></p> <p><i>Reserve Funds</i></p> <p><i>Treasury Services</i></p> <p><i>Miscellaneous Dues and Services</i></p>		<p><i>Patrol</i></p> <p><i>Traffic Unit</i></p> <p><i>Police Grants</i></p> <p><i>Animal Control</i></p> <p><i>Police Drug Seizure</i></p> <p><i>Crime-free Housing</i> <i>Police Restoration Services</i></p>	<p><i>Engineering</i></p> <p><i>Building Division</i></p> <p><i>Plan Development</i></p> <p><i>Development Services</i></p> <p><i>Street and Park Maintenance Operations</i></p> <p><i>Arterial Streets</i></p> <p><i>Surface Water Management</i></p> <p><i>Equipment Rental</i></p>	<p><i>Senior Services</i></p> <p><i>Senior Programs</i></p> <p><i>Human Services</i></p> <p><i>Municipal Capital Improvements</i></p> <p><i>Mt. Rainier Pool</i></p> <p><i>Hotel-Motel</i></p> <p><i>Arts Commission</i></p> <p><i>Farmer's Market</i></p>	<p><i>Maintenance</i></p> <p><i>Repair and Replacement</i></p> <p><i>Capital Improvement</i></p>
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