

Complex Response

Complex Response – This request is typical for broad requests on subjects involving pending litigation. Information is redacted, multiple exemptions for different documents are listed on a separate list, and an explanation is provided of the procedures used to search email

Date

Attorney at Law
Yourtown, WA

RE: Public Records Request

Dear Esq.:

This letter will serve as an acknowledgement of your public records request dated _____. We promptly notified you that we needed additional time to review your request and determine the application of exemptions or rules prohibiting the disclosure of certain documents. You have requested “[describe the records requested by paraphrasing the request].”

Enclosed please find documents responsive to your request. For convenience, we have numbered the pages in the lower right hand corner. We enclose documents numbered 1001 though 2535, except those documents that are exempt from disclosure.

You requested all emails in the Department on the subject of [paraphrase]. We do not file emails by subject. To respond to your request we used the “find” feature of Microsoft Outlook and searched for and printed out emails containing the term [insert] during the time period of [insert]. We did not search all computers in the office, but only the computers of the employee handling that matter, and that employee’s supervisor.

We have identified several documents or portions thereof which must be withheld from disclosure pursuant to the exemptions in RCW 42.56 or other applicable statutes. We have identified each record that is withheld and identified the statute or rule that applies to the document in the enclosed table. *[If there are only a few documents, then you may wish to simply explain the exemptions in the text of the letter.]*

Due to the large number of documents, pursuant to Code Section 2.108.100, we arranged to have all documents copied by Legal Copy Service at a rate of \$.20 per page. Enclosed please find the invoice from Legal Copy Service for the charge plus tax in the amount of \$540.00. Kindly remit reimbursement to this office by check made payable to “County Treasurer.” If you have any questions concerning our response, do not hesitate to call me.

Very truly yours,

Public Records Officer
c: Prosecuting Attorney (w/encl)
Department Head