



## Public Records Requests

The state of Washington's Public Records Act ("PRA" or "the Act") ([Chapter 42.56 RCW](#)) was adopted by initiative of the people in 1972 to open many government records to the public. Because the Washington State Investment Board (WSIB) supports the PRA's goal of government transparency, it makes many public documents freely available on the WSIB's website. You can use the search function to locate particular documents or to look for information relating to a specific WSIB program or activity.

### How to Request Public Records

If you do not find the information you seek on the WSIB's website, you may submit a public records request using an optional [Request for Records form](#) or by faxing, mailing a paper copy that includes the following information:

1. Requestor's name, address, email and phone number
2. The date of the request
3. The specific nature of the request, including:
  - As precise as possible, a description of the requested records (title, subject, date, etc.);
  - The correct mailing and/or email addresses to which the information should be sent; and
  - The date by which the records are needed. (Although an effort will be made to meet your external deadline, production of records by the requested deadline is not guaranteed.)

### Responses

Within five business days after receiving your request, the WSIB will take one or more of the following actions:

1. Provide the record(s);
2. Deny the request;
3. Provide a link to the internet address where the responsive record(s) is located;
4. Acknowledge receipt of the request and seek clarification of your request; or
5. Acknowledge receipt of the request and provide a reasonable estimate of the time needed to search, review and produce the records.

Time estimates are based on a number of factors, including the scope of the request, volume of responsive documents, staff resources and third party notification. The WSIB is not bound by any estimate. If additional time is needed to produce records, the WSIB will endeavor to provide you with records in installments and provide regular updates on the progress of your request.

The WSIB may also deny any request that fails to seek a specific, "identifiable" and existing record. A requestor satisfies the "identifiable" record requirement when a "reasonable description" of the record is provided that enables the agency to locate the requested records and to determine whether it is responsive.

Copy charges may also apply.

### Exemptions from Disclosure

The WSIB carefully evaluates requests to determine whether the records are exempt from disclosure, in whole or in part, under the provisions of chapter 42.56 RCW or other applicable provision of law. If a request is denied in full or in part, the WSIB will explain why and identify the specific law exempting the records from disclosure. Exemptions are generally intended to prevent invasion of privacy and the use of public records in a manner that harms vital government functions. Exemptions the WSIB applies include, but are not limited to:

- Information regarding agency personnel, such as social security numbers, home phone numbers, home addresses, résumés and employment applications.
- Data which if disclosed could result in private gain and/or public loss.
- Drafts and intra-agency memos that express an opinion, formulate policy, or make recommendations.
- Correspondence between WSIB staff and the Attorney General's Office.
- Financial and commercial information supplied to the WSIB related to the investment of public trust or retirement funds, the disclosure of which would result in loss to the trust funds or private loss to the providers of the information.
- Lists of individuals to be used for commercial purposes as prohibited by [RCW 42.56.070\(9\)](#).
- Other exemptions outside the Public Records Act, including, but not limited to, chapter 19.108 RCW (Uniform Trade Secrets Act) and [RCW 5.60.060](#) (attorney-client privilege).



## Notice to Affected Third Parties of a PRR

Through its many relationships with current or potential business partners across the globe, the WSIB frequently possesses documents that are confidential, proprietary and/or subject to the Uniform Trade Secrets Act, RCW 19.108. If disclosure adversely affects a third party interest, pursuant to [RCW 42.56.540](#) and [WAC 287-02-047\(2\)](#), the WSIB must notify the third party of the request. When responsive records are identified, the third party will be provided with the opportunity to review the records and to seek a court injunction to prevent or exempt information from disclosure. Third party notification and other factors may delay release of records to you.

## WSIB Public Records Officer

You may contact the WSIB's Public Records Officer as follow:

Public Records Officer  
Washington State Investment Board  
2100 Evergreen Park Drive SW  
PO Box 40916  
Olympia, WA 98504-091

Email: [requestpublicrecords@sib.wa.gov](mailto:requestpublicrecords@sib.wa.gov)

Phone: (360) 956-4748

Fax: (360) 956-4775

## Requests for Information or Holdings

While the WSIB must provide access to existing, identifiable records in our possession, the WSIB is not required to respond to questions, create new records, or conduct research. A question about WSIB holdings or a request for information is often not a public records request.

## Public Records Index

State agencies are required to maintain an index of selected records. The following public records index is a broad list of the types of records maintained at the WSIB. Administrative Plans, Working Files, Reports and Survey Results

- Policies and Procedures
- Final Opinions and Orders
- General Requests for Information
- Minutes and Files of General Office Meetings
- Official Correspondence
- Papers of Executive Direction
- Project Files
- Public Disclosure Act, Requests and Appeals
- Reports, Annual, Biennial, and Ad Hoc
- Rules and Regulations (Washington Administrative Code)
- Statistical Reports
- Legislative Bill Files, Request Legislation, and related Correspondence
- Job Specifications
- Training and Development Files (State Employees, Contractors, and Customers)
- Budget Development, Allotment, and Expenditure Files
- Disbursement Reporting System Reports
- Financial Reports, Fiscal Year End, Agency Copy
- Facility Management Subject Files
- General and Unique Records Retention Schedules