



## COMMUNITY ROOTS HOUSING

### Public Disclosure Procedure

Public Records Officer (PRO): Carolina Rocha

#### When a PRR is received

- They may be received:
  - By mail
  - By email – [publicdisclosure@communityrootshousing.org](mailto:publicdisclosure@communityrootshousing.org)
- Request can be made using our [public disclosure request form](#) available on Community Roots Housing Website, or in writing via email or letter.

#### Acknowledge Receipt

Within 5 business days, the requester will receive an acknowledgment letter or email regarding their request.

#### Internal Review and Process

The PRO will review the request and may ask the requester for clarification (e.g., the request vague). Requesting clarification allows us to locate the most relevant records and ensures the requester receives the information they are truly seeking. After clarification is received (if applicable), the PRO will follow these steps:

1. Coordinate with appropriate departments and staff members to identify and collect responsive records. Ensure all potential responsive records are collected from all sources.
2. Review all records for responsiveness and clarity. Remove irrelevant materials where appropriate.
3. Identify and apply exemptions. Review records for exemption under the Public Records Act (PRA), RCW 42.56. Clearly separate fully and partially exempt records. Redact only the exempt portions of records, leaving the rest accessible.
4. Create an Exemption Log for any records withheld or redacted with its [RCW exemption code](#). The log must comply with the PRA standard and be shared with the requester when the request has been fulfilled.
5. Prepare records for delivery. Organize records in a clear, accessible format (preferably PDF). Track the number of records to inform the requester the total amount and its cost.
6. Secure selected records (first installment or full production) in a shared file location to be shared with the requester when payment is received.
7. Notify the requester that the first installment or whole production is ready. Include the number of records, cost, and acceptable payment method (check or money order only). Clearly state that the records will be released only once payment is received.
8. **If there is no response to installment payment or receipt of payment after 30 days, close the PRR by sending a closure letter.**
9. Upon receiving payment, promptly release the installment documenting the payment form received and date.
10. If the request is fulfilled in installments, repeat steps 5-9 for each installment until all records have been provided.
11. After all records have been released, send the exemption log (if applicable) and issue a closing letter stating that the PRR was fulfilled and it is now considered closed.