



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

March 27, 2020

TO: All Incarcerated Individuals and Work Release Residents

FROM: Julie Martin, Deputy Secretary *J. Martin*
Robert Herzog, Assistant Secretary *Rob Herzog*
Susie Leavell, Senior Administrator *Susie Leavell*

Subject: **Temporary Changes to the Public Records Act**

In compliance with the Governor's Proclamation 20-28: [COVID-19: Open Public Meetings Act and Public Records Act](#) issued March 24, 2020, and in an effort to allow staff to "Stay Home and Stay Healthy," the Department of Corrections will be suspending processing on incoming public records requests submitted to the Department via US mail through April 23, 2020. Additionally, the Department will be suspending acknowledgement of any incoming communication received via US mail and will not be sending any outgoing response that must be sent through US mail. To the extent possible, staff will continue to work on all open requests and will respond to requests that can be handled remotely via email and [the online electronic request portal](#).

This means we will not be acknowledging any requests received via US Mail during this period of limited operations and we will not be providing records that must be sent through the US mail at least through April 23, 2020. In addition, we will be suspending any review of a central file by an incarcerated individual at their current facility during this period as well. At this time, these limited operations are scheduled per the Governor's directive through April 23, 2020. You can expect follow up regarding any of your requests sent via US mail after that date, unless the directive's time frame changes. In the event that the directive does change, we will provide additional information to you.

RH:JM:SL:dv

cc: All Superintendents
All Work Release Supervisors
DOC COVID-19