



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

April 24, 2020

**TO:** All Incarcerated Individuals and Work Release Residents

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

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

Pursuant to 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 suspended the processing of incoming public records requests submitted to the Department via US mail. The statutory suspension, originally scheduled to terminate on April 23, 2020 has been extended until the termination of the COVID-19 State of Emergency or May 4, 2020, whichever occurs first.

The Department is continuing the suspension of acknowledgement of any incoming communication received via US mail and as well as the sending of 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.

During this time, the Department will not be acknowledging any requests received via U.S. Mail and will not be providing records that must be sent through the US mail through May 4, 2020. Suspension of any review of a central file by an incarcerated individual at their current facility will continue during this period.

At this time, these limited operations are scheduled per the Governor's directive through May 4, 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