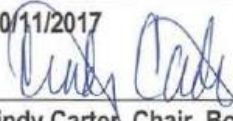


Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 07/25/17	CONTACT: Human Resources

509 – Confidentiality/Public Records

509.1 Grant County is a public employer and many of its services are to provide information of public record to any and all persons requesting such information. However, there is some information that is of a confidential and sensitive nature and may require specific procedures for providing the information to requesting parties. Each office or department is responsible to advise employees of policies and procedures regarding information/ records, confidentiality, if applicable, and proper requests for information procedures, including the Grant County Public Records Ordinance and state law. When in doubt, employees should make inquiry before releasing information.

509.2 Failure to comply with an office or department's policies and procedures regarding confidential information and requests for information as set forth in this section may result in corrective action up to and including termination of employment.

509.3 All records, files, etc. – whether physical or electronic – are the property of Grant County. These resources and information are subject to disclosure to law enforcement or government officials, or to other third parties through subpoena or other process including, without limitation, court orders, requests for public records, investigations, and/or disciplinary proceedings.

509.4 Officials and employees should have no expectation of privacy to any information created or maintained in or on County property or that is transmitted (sent or received) or stored through Grant County's electronic communications resources, and there is no assurance on anonymity, except as otherwise provided by law, such as attorney-client privilege and confidential communications.

Grant County Personnel Policy

- 509.5 Grant County has a Public Records Officer (PRO) who is the County's official designee for receipt and processing of all Requests For Public Records. Each County office and department is to provide all records requested of it by the PRO in a timely manner. The PRO will list records as exempt, perform redactions, and/or release records pursuant to state law and/or the advice of the County's legal counsel specializing in the Washington State Public Disclosure Act.
- 509.6 Offices/departments that fail to abide by the instructions of the County's PRO as they pertain to the processing of Requests For Public Records are subject to payment of all attorney's fees and penalties from any litigation
- 509.7 Questions as to what constitutes a public record or specific inquiries regarding the Public Disclosure Act (PDA) and/or current case law regarding the PDA should be directed to the County's Public Records Officer.
- 509.8 Authorized personnel, including an employee's supervisor, is to be permitted access to review any and all information created, stored, sent, or received in or on County property.
- 509.9 Despite security precautions, there is no absolute in preventing or ensuring unauthorized access of stored files either physically or electronically.