

(Sent via the GovQA Portal to: [108081-68723313@requests.muckrock.com](mailto:108081-68723313@requests.muckrock.com) )

February 18, 2021

Bridget Brululo

Email: [108081-68723313@requests.muckrock.com](mailto:108081-68723313@requests.muckrock.com)

MuckRock News

411A Highland Ave

Dept. MR 108081

Sommerville, MA 02144

**RE: REQUEST FOR PUBLIC RECORDS RECEIVED 2/12/2021**

The City Clerk's Office received your public records request on February 12, 2021, via the on-line public records portal. Your request was automatically numbered **#C000083-021221**. In summary, you requested the following:

**Summary of your request:**

**Type of Record:** Other/Unknown

**Time frame:** 01/01/2020 – 01/08/2020 **AND** 01/01/2021 – 01/08/2021[See text below]

**Name(s) of Parties:** [Renton Police Department Staff]

**Record(s) Requested:**

*"To Whom It May Concern:*

*Pursuant to the Washington Public Records Act, I hereby request the following records:*

*Records sufficient to show the names, star numbers, respective dates, and the type of time off of all police officers and/or employees who requested any personal time off, vacation days, personal days, furlough days, or any other time off for the dates of, on, or between Jan 1, 2021 and January 8, 2021 AS WELL AS the dates of, on, or between Jan 1, 2020 and January 8, 2020.*

*Ideally, please provide the records in an excel spreadsheet.*

*The requested documents will be made available to the general public, and this request is not being made for commercial purposes.*

*In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.*

*Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.*

*Sincerely,  
Bridget Brululo"*

**CITY RESPONSE:**

**Request for Clarification and Interpretation No 1 - 2/18/2021.**

The request states:

*"Records sufficient to show the names, star numbers, respective dates, and the type of time off of all police officers and/or employees who requested any personal time off. . ."*

The City has interpreted the entire request to be for time off records relating to all employees within the Renton Police Department for the requested time period. If this is not correct, please clarify your request and the City will address the clarification in a subsequent installment.

**ANTICIPATED FIRST INSTALLMENT**

The City is in the process of locating, reviewing, and processing the records that may be responsive to your request. Per RCW 42.56.250 (12) the City must provide third-party notification in accordance with RCW 42.56.250(12), which states:

*(12) Upon receipt of a request for information located exclusively in an employee's personnel, payroll, supervisor, or training file, **the agency must provide notice to the employee, to any union representing the employee, and to the requestor.** The notice must state:*

- (a) The date of the request;*
- (b) The nature of the requested record relating to the employee;*
- (c) That the agency will release any information in the record which is not exempt from the disclosure requirements of this chapter at least ten days from the date the notice is made; and*
- (d) That the employee may seek to enjoin release of the records under RCW **42.56.540**.*

Pursuant to RCW 42.56.520, the City requires additional time to process your request and prepare the notification. The City anticipates an installment of records and response to your request by **5:00 PM** on **March 19, 2021**. If the records become available sooner, you will be contacted. Thank you.

Sincerely,  
Melissa McCain, MMC, CPRO  
Deputy City Clerk