

MAGISTRATE
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November 25, 1996

Introduced By:

Sims

RECORDS.ORD (cgh)

Proposed No.:

96-893

ORDINANCE NO. **12550**

AN ORDINANCE relating to public access to county
electronic records and information.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Definitions. For the purpose of this ordinance, the following terms
shall have the meanings set forth below:

A. "County agency" means any office, division or department of the county
assessor, office of the prosecuting attorney, or the executive, legislative or judicial
branches.

B. "Personal data" means any information concerning a citizen which, because of
name, identifying number, mark, or description, can be readily associated with a particular
individual, including information contained in printouts, forms, written analyses or
evaluations.

SECTION 2. Management and dissemination of electronic information.
King County is committed to managing its electronic information as a county-wide
resource and in a manner that is efficient and economical; promotes open government and
an informed citizenry; protects individual privacy; and meets county record retention and
disposition standards.

The Executive shall establish a standing task force to develop information
system planning, operating and acquisition guidelines and criteria to assist county agencies
in meeting this commitment. The task force shall also develop strategies to preserve
records of historical or legal value and establish content-related indexing standards for
electronic access to pre- and post-charter legislation. The task force shall develop these
guidelines, criteria and strategies in accordance with the county's commitment to

1 protecting privacy as outlined in section three of this ordinance and with consideration of
2 the following:

3 A. establishing appropriate and fiscally responsible levels of public access that are
4 reflective of agency missions;

5 B. balancing broad and equitable public access with the protection of personal
6 privacy and information security;

7 C. maximizing efficiency by utilizing existing systems and promoting information
8 exchange and system compatibility;

9 D. avoiding duplication of information;

10 E. creating a means to recover records vital to the continuance of government in the
11 event of a disaster.

12 The task force shall present for county council review its guidelines, criteria and
13 strategies by June 30, 1997. The task force shall also provide assistance to Information
14 Resource Council's Technology Sub-Committee as needed.

15 The Executive shall advise the county council of the individual designated as the
16 lead for the task force within thirty days of the designation. The task force shall involve a
17 broad membership of county agencies, including at minimum the following:

18 A. county council;

19 B. office of the prosecuting attorney;

20 C. department of public safety;

21 D. department of judicial administration;

22 E. office of financial management;

23 F. office of emergency management;

24 G. division of information and telecommunications services; and

25 H. division of records and elections.

26 The department of information and administrative services shall provide staff
27 support to the task force and will coordinate and assist agencies in information resource
28 management.

1 SECTION 3. Commitment to Protecting Privacy. King County is committed to
2 balancing the promotion of public access to information with the privacy rights of its
3 citizens by adhering to the following guidelines:

4 A. Collection of personal data shall be lawful, fair, and to the extent possible with
5 the knowledge and consent of the individual.

6 B. Agencies shall establish procedures to ensure that data is accurate, complete,
7 current and relevant to the agency's mandated functions.

8 C. When data can only be collected with the consent of the individual, the purpose
9 for the data shall be stated upon collection. Personal data should not be used by the county
10 for any purpose not stated upon collection without the consent of the data subject or by the
11 positive authorization of law. This is not intended to limit collection of personal data for
12 purposes of investigative agencies or other functions which collect non-disclosable
13 information according to RCW 42.17.310 or any other Federal, State, local statute, rule or
14 regulation.

15 D. Personal data shall be reasonably protected by the data collector.

16 E. Agencies shall establish mechanisms for citizens to review information about
17 themselves and to submit corrections of possible inaccuracies in that information.

18 F. The Executive shall submit a report by October 1st of every year to the council
19 that lists by category new and existing personal data collected by county
20 agencies, a description of the uses of this personal data and its public disclosure status.
21

1 SECTION 4. Information access charges. Charges assessed of either commercial
2 or public users for paper copies of information maintained in electronic shall be set in
3 accordance with RCW 42.17 and county ordinance. Fees for development, maintenance,
4 staff time or any other costs necessary to respond to customized or special service requests
5 may be included in the charges for such requests. Funding to meet the costs of providing
6 electronic access, including the building of the necessary information systems, developing
7 the ability to mask non-disclosable information and maintenance and upgrade of systems
8 should come primarily from local appropriations, grants, private funds, cooperative
9 ventures among governments, non-exclusive licensing and public/private partnerships.


10 INTRODUCED AND READ for the first time this 21st day of

11 October, 1996.


12 PASSED by a vote of 11 to 0 this 9th day of December,

13 1996.

14 KING COUNTY COUNCIL
15 KING COUNTY, WASHINGTON

16 
17 _____
Chair

18 ATTEST:

19 
20 _____
Clerk of the Council

21 APPROVED this 20th day of December, 1996

22 
23 _____
King County Executive

24 Attachments: None