Rule 12 - Records and Reports

12.10 Personnel Files

Refer to the City policy governing personnel records and reports, City of Redmond Personnel Manual.

12.20 Records Open to the Public

The minutes of all Civil Service Commission meetings shall be open to the public during office hours of the City Hall and may be inspected upon application to the Chief Examiner in a manner reasonably prescribed to protect said public records from damage or disorganization and to prevent excessive interference with the essential function of the Civil Service Commission. The Chief Examiner shall provide the fullest assistance to those individuals requesting information, provided that the Chief Examiner shall impose a reasonable charge to cover the cost of time and materials in providing copies of such records as are not exempt from public inspection...all other requests for examination of Civil Service records shall conform to the State Open Public Meeting Act, RCW Chapter 42.30.

12.30 Materials and Records Exempt from Public Inspection

The following shall be exempt from public inspection and copying:

(A) Personal information relating to the employees in the classified service to the extent that disclosure thereof would violate such employees' right to privacy.

(B) Specific intelligence information and specific investigative files compiled by the Chief Examiner or provided by informants under a promise of non-disclosure or compiled by any law enforcement agency vested with responsibility to discipline members of the classified service the non-disclosure of which is essential to effective law enforcement and for the protection of the employees' and officers' right to privacy.

(C) Information revealing the identity of persons who file complaints with the investigative agency except as the complainant may authorize.

(D) Test questions, scoring keys, and other examination data used to qualify candidates for employment or promotion.

(E) Records which are relevant to a controversy or litigation involving the City which would not be available to another party under the rules of pre-trial discovery for causes pending in the superior courts.

12.40 Copying Exempt Records

If the Chief Examiner or other person having custody of the records of the Commission refuses to allow inspection or copying of any record, he/she shall provide the inquirer with a statement of the specific exemption authorizing the withholding of the records, or part thereof, and a brief explanation of how the exemption applies to the record withheld.

12.50 Destruction of Records

Civil Service records must be maintained for a period that is consistent with the records retention schedule adopted by the City of Redmond or, in the event that the City has not adopted such a schedule, for a period that is consistent with the local government records retention schedule adopted by the Office of the State Archivist.

Amended 7/20/05