

SUBJECT: CITY OF AUBURN, WASHINGTON - ELECTRONIC MAIL SERVERS (EMAIL) AND/OR SMARSH CORPORATION PLATFORM PRODUCTS AND SERVICES – 08-04-2022

To Whom It May Concern:

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

08-04-22: City of Auburn, Washington – Records and Writings, Training, Use, Agreements, Communications, Policy, and Purchasing RE: City of Auburn Washington Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services

I request any and all RECORDS AND WRITINGS regarding the City's Training, Use, Agreements, Communications, Policy, and Purchasing of Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services including but not limited to:

1. All training materials and all records used to instruct City personnel in the proper use of Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
2. All records that contain any information about the use of or functioning of City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
3. All records regarding the physical digital storage methods and locations of data accessed by City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
4. Programming documents, including but not limited to: any/all data or audit reports run on City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services for the time period of 1-1-2020 to 8-4-2022.
5. Audit documents, including but not limited to: audits of each system, misuse reports, and any reports made to oversight bodies regarding City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
6. All records regarding correspondence about or with the makers or suppliers of City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
7. All Purchasing and procurement documents for any Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services, including but not limited to: purchase orders, RFPs, responses to RFPs, invoices and contracts.
8. All records regarding the purchase of, acquisition of, installation of, subscription to, payment for, or agreements concerning City future use or migration on or off any Electronic Mail (EMAIL) Server and/or SMARSH Corporation platform products and services.
9. All policies related to the acquisition and use of Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services by individual employees and representatives of the City, including all records regarding the policies that govern access to or use of City Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.
10. All records regarding the sharing of data or information obtained from or obtained by using Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services with individuals or entities outside the City.

In your response, I would appreciate that you individually address each of the above categories of separately and specifically.

RECORDS INSTALLMENTS

If production of these email records will be completed in multiple installments, please begin by producing responsive records by subject based on the numerical order previously described, beginning with production of item 1:

“1. All training materials and all records used to instruct City personnel in the proper use of Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.”

And concluding with item 10:

“10. All records regarding the sharing with entities outside the City of information obtained from or obtained by using Electronic Mail (EMAIL) Servers and/or SMARSH Corporation platform products and services.”

DEFINITION OF RECORDS AND WRITINGS

RECORDS AND WRITINGS as defined by RCW 42.56.010(4): any handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

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.

Please provide all electronic records in their native electronic format. Please do not instead create new records by printing electronic files then scanning and printing the newly scanned prints.

PRODUCTION OF ELECTRONIC RECORDS

Washington State Law is clear that the use of 3rd party “portals” (Such as GOVQA) for a public records request is optional for the requestor. Respectfully we decline. Please provide all records electronically via direct email attachment, or no password, no registration internet cloud-based download link.

Please do not direct us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other online service other than a direct NO PASSWORD REQUIRED, NO REGISTRATION REQUIRED, internet cloud based download link, or electronic email, or via USPS MAIL a USB thumb drive or CD/DVD-ROM Media.

EXEMPTION LOGS

Please ensure any agency redactions or exemptions claimed in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record as well as the specific number of pages if any that your agency redacts or withholds in their entirety.

FEES

In the event that there are fees, please inform me of the total charges in advance of fulfilling my request in strict compliance with all provisions of the Washington State Public Records Act.

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.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes. Again, this request does not seek a list of any kind and is NOT FOR A COMMERCIAL PURPOSE.

Thank you.