

08-02-22: City of Auburn, Washington – Agreements, Policy, Training, Use, Records and Writings RE: Granicus LLC and GOVQA software products, services, and systems

To Whom It May Concern:

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

08-02-22: City of Auburn, Washington – Agreements, Policy, Training, Use, Records and Writings RE: Granicus LLC and GOVQA software products, services, and systems

SUBJECT: THE CITY OF AUBURN, WASHINGTON AND GRANICUS LLC AND/OR THE CITY OF AUBURN WASHINGTON AND GOVQA.COM

I request any and all RECORDS AND WRITINGS regarding the City of Auburn's use of, and/or relationship with Granicus LLC and/or GOVQA.com including but not limited to:

1. All Purchasing and procurement documents for any Granicus LLC or GOVQA products and services, including but not limited to: purchase orders, RFPs, responses to RFPs, invoices and contracts.
2. All Policy, procedural, and training documents, including but not limited to: use policies, standard operating procedures, training materials, presentations, privacy assessments, data retention policies, and any other guidelines.
3. Programming documents, including but not limited to: any/all data or audit reports run on Granicus LLC or GOVQA platforms for the time period of 1-1-2020 to 8-1-2022.
4. Audit documents, including but not limited to: audits of the system, misuse reports, and any reports made to oversight bodies.
5. All records regarding the purchase of, acquisition of, installation of, subscription to, payment for, or agreements concerning the the City of Auburn's future use or migration on or off any Granicus LLC and/or GOVQA.com product or service.
6. All records that contain any information about the functioning of Granicus LLC and/or GOVQA.com software, products or services, that is used or has been used by this agency.
7. All records regarding correspondence about or with Granicus LLC and/or GOVQA.com
8. All policies related to the acquisition and use of Granicus LLC and/or GOVQA.com by individual employees and representatives of this agency, including all records regarding the policies that govern access to or use of Granicus LLC and/or GOVQA.com software, products or services.
9. All training materials and all records used to instruct members of your agency in the proper use of Granicus LLC and/or GOVQA.com software, products or services.
10. All records regarding the sharing with entities outside this agency of information obtained from or obtained by using Granicus LLC and/or GOVQA.com software, products or services.
11. All policies related to the acquisition and use of Granicus LLC

and/or GOVQA.com software, products or services by individual employees and representatives of this agency.

12. All records regarding the physical digital storage methods and locations of data accessed by Granicus LLC and/or GOVQA.com software, products or services.

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

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.

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.

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.

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.

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.