

DATE: TUESDAY AUGUST 3 2022
TO: PUBLIC RECORDS OFFICER, KING COUNTY DIRECTORS ASSOCIATION
VIA EMAIL: KRISTEN DESKIN SHRM-SCP - HUMAN RESOURCES MANAGER [KDESKIN@KCDA.ORG]
FROM: HAMIKLT6@GENE06.COM

RE: 3-PART PUBLIC RECORDS REQUEST - RIESA MICHELLE RAGAN – REQUEST DATE 08-3-22

PUBLIC IRS FORM 990 Lists Riesa Ragan as Director of Human Resources for King County Directors Association in the Years 2019 and 2020:

(2019) King County Directors Association IRS FORM 990 W-2 Riesa Ragan, Director of Human Resources \$104,154

(2020) King County Directors Association IRS FORM 990 W-2 Riesa Ragan, Director of Human Resources \$107,425

Pursuant to Washington State Public Records Law RCW 42.56, I hereby request the following records:

RECORDS REQUEST PART 1: EMPLOYEE PERSONNEL FILE - RIESA MICHELLE RAGAN

I request the complete non-exempt Personnel File, including all payroll files, timesheets, absence & tardiness, disciplinary actions, W-2's, travel and expense reimbursements, any and all additional appropriations on behalf of (for example conference attendance reimbursements, hotel and flight vouchers, etc.) resumes, letters of recommendation and all other nonexempt hiring-related documents, position descriptions, compensation records, information on benefit enrollment, attendance records, performance evaluations and information about all other employment-related actions (e.g., promotions, training, or any disciplinary action), and any other non-exempt job-related information available for the for the following current or former employee of the King County Directors Association:

RIESA MICHELLE RAGAN

DATE OF BIRTH: JANUARY 17, 1973 (01-17-1973)
SSN: xxx-xx-xxxx
ADDRESS: 14114 163RD PL SE
RENTON, WA 98059-3661

Please provide all responsive records available for the time period 2017 – Present.

RECORDS REQUEST PART 2: EMAIL RECORDS [rragan@kcda.org] 2017-PRESENT

I request a complete electronic copy of the email server .PST file for the email account associated with the email address rragan@kcda.org for the time period 2017 – Present. Please include all emails sent to and received by this email account. Please produce the records in NATIVE .pst format. If .pst format is not available, Adobe Acrobat .pdf format is acceptable as a secondary option for records production. All responsive records should be digitally bundled and compressed in the most economical format available in regular usage by your agency as per Washington State Law.

RECORDS REQUEST PART 3: ALL EMAIL RECORDS SENT OR RECEIVED TO RIESA MICHELLE RAGAN 2017-PRESENT

I request a complete copy of any and all emails sent to or received by any employee of the King County Directors Association to Riesa Michelle Ragan for the time period 2017 – Present.

Email production in .pdf format is preferred for this part of the records request.

In the event that the search for responsive records involves a public employee's good-faith search of his or her personal device, please provide a reasonably detailed, nonconclusory affidavit attesting to the nature and extent of that search.

All responsive email records should be digitally bundled and compressed in the most economical format available in regular usage by your agency prior to production.

PUBLIC RECORDS PRODUCTION AND DELIVERY:

I request these records to be produced in electronic format, and emailed to the following email address:

hamiltk6@gene06.com.

PRIOR DESTRUCTION OF RECORDS

If any potentially relevant records have been destroyed, please provide copies of the destruction or transfer slips as well as any other documentation pertaining to, mentioning, or describing said transfer or destruction, including, but not limited to, a statement that your agency has no additional copies of the records in question.

This request is not commercial in nature and does not seek a list of any kind in any or in any form.

This request is not for profit.

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.

Thank you.

VIA EMAIL: hamiltk6@gene06.com

NO PARTICULAR FORM RCW 42.56.080

(2) Public records shall be available for inspection and copying, and agencies shall, upon request for identifiable public records, make them promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure. Agencies shall not deny a request for identifiable public records

solely on the basis that the request is overbroad. Agencies shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(8) or 42.56.240(14), or other statute which exempts or prohibits disclosure of specific information or records to certain persons. Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request.