

**SAO**  
**Master Redaction Code Listing**  
*(Not All Codes Used For Every Request)*

Code	Brief Explanatory Description	Statue/Rule/Case
<b>Personal Information:</b>		
[1]	<p><b>Bank Account Information</b> - Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers, except when disclosure is expressly required by or governed by other law.</p> <p>The redacted information is a bank account number.</p>	42.56.230(5)
[2]	<p><b>Social Security Number</b> of persons who are not public employees or public clients. The Privacy Act of 1974 evinces Congress' intent that social security numbers are a private concern.</p> <p>The redacted information is a social security number.</p>	5 U.S.C. sec. 552(a); RCW 42.56.070(1); RCW 42.56.250(4)
[3]	<p><b>Personal Information</b> in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;</p> <p>The redacted information is a personal information.</p>	RCW 42.56.230(1)
<b>Employee Information:</b>		
[4]	<p><b>Employee Social Security Number.</b> The Privacy Act of 1974 evinces Congress' intent that social security numbers are a private concern.</p> <p>The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted item is an employee social security number.</p>	5 U.S.C. sec. 552(a); RCW 42.56.070(1); RCW 42.56.250(4)
[5]	<p><b>Employee Residential Address</b></p> <p>The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential</p>	42.56.250(4)

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	<p>telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is an employee address.</p>	
<b>[6]</b>	<p><b>Employee Personal Wireless Telephone Numbers</b></p> <p>The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is an employee wireless telephone number.</p>	42.56.250(4)
<b>[7]</b>	<p><b>Employee Birth Date</b></p> <p>The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is an employee birth date.</p>	42.56.250(4)
<b>[8]</b>	<p><b>Employee Personal Email Address</b></p> <p>The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security</p>	42.56.250(4)

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	<p>numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is an employee email address.</p>	
<b>[9]</b>	<p><b>Employee Driver License Number</b>  The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is an employee driver license number.</p>	42.56.250(4), RCW 42.56.050,
<b>[10]</b>	<p><b>Employee Dependent (children or spouse) Names</b>  The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p> <p>The redacted information is the name of a dependent child or spouse of employee.</p>	42.56.250(4)
<b>[11]</b>	<p><b>Employee Dependent (children or spouse) Address</b>  The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees ... of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees ... of a public agency.</p>	42.56.250(4)

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	The redacted information is an employee dependent address.	
<b>Security:</b>		
<b>[12]</b>	<p><b>Information regarding the infrastructure and security of computer and telecommunications networks.</b></p> <p>Information may include security passwords, security access codes and programs, access codes for secure software applications, security and service recovery plans, security risk assessments, and security test results to the extent that they identify specific system vulnerabilities, and other such information the release of which may increase risk to the confidentiality, integrity, or availability of agency security, information technology infrastructure, or assets.</p> <p>The redacted information contains security risk assessments and test results.</p>	RCW 42.56.420(1); RCW 42.56.420(4)
<b>Applicant Information:</b>		
<b>[13]</b>	<p><b>Employment Applicant's Name</b> - Applications for public employment, including names of applicants, resumes and other related materials submitted with respect to an applicant are exempt from disclosure.</p> <p>The redacted information is the applicant's name.</p>	RCW 42.56.250(2) and RCW 42.56.050.
<b>[14]</b>	<p><b>Employment Applicant's Telephone Number</b> - Applications for public employment, including names of applicants, resumes and other related materials submitted with respect to an applicant are exempt from disclosure.</p> <p>The redacted information is the applicant's personal telephone number.</p>	RCW 42.56.250(2) and RCW 42.56.050.
<b>[15]</b>	<p><b>Employment Applicant's Date of Birth</b> - Applications for public employment, including names of applicants, resumes and other related materials submitted with respect to an applicant are exempt from disclosure.</p> <p>The redacted information is the date of birth.</p>	RCW 42.56.250(2) and RCW 42.56.050.
<b>PUD Records:</b>		
<b>[16]</b>	<p><b>Public Utility &amp; Transportation Exemptions</b></p> <p>Residential addresses and phone numbers in public utility records.</p>	42.56.330(2)

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	The information redacted is either a residential address or phone number of a PUD client.	
<b>Student Information:</b>		
<b>[17]</b>	<p><b>Student Name</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:  No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student's name.</p>	See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.
<b>[18]</b>	<p><b>Student ID/Identifier</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:  No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student ID number or other number identifier.</p>	See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.
<b>[19]</b>	<p><b>Student Birth Date/Age</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:  No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education</p>	See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.

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	<p>records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student's birthdate or age.</p>	
<b>[20]</b>	<p><b>Student Gender</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:</p> <p>No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student's gender.</p>	<p>See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.</p>
<b>[21]</b>	<p><b>Student Grade</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:</p> <p>No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student's grade.</p>	<p>See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.</p>
<b>[22]</b>	<p><b>Student Address</b>  Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients;[RCW 42.56.230(1)]</p> <p>20 U.S.Code 1232g(b)(1), states in part:</p>	<p>See RCW 42.56.070(1); RCW 42.56.050; RCW 42.56.230(1); and 20 U.S.C. § 1232g Family education and privacy rights.</p>

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	<p>No funds shall be made available under any applicable program to any education agency or institution which has a policy or practice of permitting the release of education records (...) of students without the written consent of their parents to any individual, agency, or organization, other ...</p> <p>The redacted information is the student's home address.</p>	
<b>Taxpayer Information:</b>		
<b>[23]</b>	<p><b>Tax Information</b> - RCW 82.32.330 Disclosure of return or tax information, states in part:</p> <p>(1)(c) "Tax Information" states in part, "nothing in this chapter requires any person possessing data, material, or documents made confidential and privileged by this section to deleted information from such data, material, or documents so as to permit its disclosure[.]"</p> <p>(1)(e) "Taxpayer identity: means the taxpayer's name, . . . or any other information disclosing the identity of the taxpayer; (2) Returns and tax information are confidential and privileged, and except as authorized by this section, neither the department of revenue nor any other person may disclose any return or tax information;</p> <p>The redacted information is information that would identify the taxpayer and is therefore exempt from disclosure.</p>	RCW 82.32.330; RCW 42.56.070(1)
<b>[24]</b>	<p><b>Tax Information.</b></p> <p>The redacted information is information that would identify the taxpayer and is therefore exempt from disclosure.</p> <p>The redacted information is either a UBI or TIN number.</p>	RCW 51.16.070; RCW 42.56.230; RCW 42.56.250
<b>Whistleblower Information:</b>		
<b>[25]</b>	<p><b>Whistleblower Information.</b> RCW 42.40.040(2), states in part:</p> <p>Subject to subsection (5)(c) of this section, the identity or identifying characteristics of a whistleblower is confidential at all times unless the whistleblower consents to disclosure by written waiver or by acknowledging his or her identity in a claim against the state for retaliation.</p> <p>The redacted information contains the name, phone number, address or email address, position and or state agency name that would reveal the identity of the whistleblower.</p>	RCW 42.40.040(2); RCW 42.56.070(1)

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<b>[26]</b>	<p><b>Whistleblower Information.</b> RCW 42.40.040(2), states in part:  Subject to subsection (5)(c) of this section, the identity or identifying characteristics of a whistleblower is confidential at all times unless the whistleblower consents to disclosure by written waiver or by acknowledging his or her identity in a claim against the state for retaliation.</p> <p>The redacted information contains information that is specific enough to reveal the identity of the whistleblower.</p>	RCW 42.40.040(2); RCW 42.56.070(1)
<b>[27]</b>	<p><b>Witness Information.</b> RCW 42.40.040(2), states in part:  In addition, the identity or identifying characteristics of any person who in good faith provides information in an investigation under this section is confidential at all times, unless the person consents to disclosure by written waiver or by acknowledging his or her identity as a witness who provides information in an investigation.</p> <p>The redacted information contains the name, phone number, address or email address, position and or state agency name that would reveal the identity of a witness.</p>	RCW 42.40.040(2); RCW 42.56.070(1)
<b>[28]</b>	<p><b>Witness Information.</b> RCW 42.40.040(2), states in part:  In addition, the identity or identifying characteristics of any person who in good faith provides information in an investigation under this section is confidential at all times, unless the person consents to disclosure by written waiver or by acknowledging his or her identity as a witness who provides information in an investigation.</p> <p>The redacted information contains information that is specific enough to reveal the identity of the witness.</p>	RCW 42.40.040(2); RCW 42.56.070(1)
<b>Attorney/Client:</b>		
<b>[29]</b>	<p><b>Attorney Client Privilege.</b></p> <p>Communication from attorney to client for the purpose of providing legal advice. Alternatively, communications from client to attorney for the purpose of obtaining legal advice.</p> <p>The redacted information is legal advice.</p>	RCW 42.56.070(1); RCW 5.60.060(2)(a)
<b>Miscellaneous:</b>		
<b>[30]</b>	<p><b>Employment and licensing.</b></p> <p>(4) The following information held by any public agency in personnel records, public employment related records, volunteer rosters, or included in any mailing list of employees or volunteers of any public agency: Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses,</p>	RCW 42.56.250(4)



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	<p>social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal email addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.</p> <p>The redacted information contains identifying information such as identicard numbers.</p>	
<b>[31]</b>	<p><b>Vehicle Registration Information.</b></p> <p>Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions of subsection (8) of this section, this chapter, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by this chapter, an agency shall delete identifying details in a manner consistent with this chapter when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.</p> <p>The redacted information contains all information listed on a vehicle registration.</p>	18 U.S.C. §§2721,272(3); RCW 42.56.070(1)
<b>[32]</b>	<p><b>Vessel Information.</b></p> <p>Disclosure of names and addresses of individual vehicle and vessel owners.</p> <p>The redacted information contains all information listed on a vessel registration.</p>	RCW 42.12.635
<b>[33]</b>	<p><b>Agency party to controversy.</b></p> <p>Records that are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts are exempt from disclosure under this chapter.</p>	RCW 42.56.290

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	The communications involve an active lawsuit and are communications from the Attorney General's Office.	
<b>[34]</b>	<p><b>Invasion of Privacy.</b></p> <p>A person's "right to privacy," "right of privacy," "privacy," or "personal privacy," as these terms are used in this chapter, is invaded or violated only if disclosure of information about the person: (1) Would be highly offensive to a reasonable person, and (2) is not of legitimate concern to the public. The provisions of this chapter dealing with the right to privacy in certain public records do not create any right of privacy beyond those rights that are specified in this chapter as express exemptions from the public's right to inspect, examine, or copy public records.</p> <p>The redacted information would be an invasion of privacy.</p>	RCW 42.56.050
<b>DSHS Client Records</b>		
<b>[35]</b>	<p><b>Client Name.</b></p> <p>In addition, a DSHS Client file contains information protected by Health Insurance Portability and Accountability Act of 1996 (HIPAA) which must be de-identified pursuant to <b>45 CFR 164.514(b)(2)(i)(A)</b>.</p> <p>The redacted information is a DSHS client name.</p>	RCW 42.56.230(1), RCW 74.04.060(1), RCW 42.56.070(1), and 42 U.S.C. 1320d - d-9.
<b>[36]</b>	<p><b>Client Phone Number.</b></p> <p>In addition, a client file contains information protected by HIPAA which must be de-identified pursuant to <b>45 CFR 164.514(b)(2)(i)(G)</b>.</p> <p>The redacted information is a DSHS client Phone #.</p>	RCW 74.04.060(1), RCW 42.56.070(1), RCW 42.56.230(1); and 42 U.S.C. 1320d - d-9.
<b>[37]</b>	<p><b>Client Address.</b></p> <p>In addition, a client file contains information protected by HIPAA which must be de-identified pursuant to <b>45 CFR 164.514(b)(2)(i)(G)</b>.</p> <p>The redacted information is a DSHS client Address.</p>	RCW 74.04.060(1), RCW 42.56.070(1), RCW 42.56.230(1); and 42 U.S.C. 1320d - d-9.
<b>[38]</b>	<p><b>Client Social Security Number.</b></p> <p>Social security account numbers and related records (tax ID numbers) that are obtained or maintained by authorized persons under law are confidential and no authorized</p>	42 USC § 405(c)(2)(C)(viii)(I); RCW 42.56.070(1)

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	<p>person shall disclose any social security account number or related record (tax ID numbers)</p> <p>The redacted information is a client Social Security number.</p>	
<b>[39]</b>	<p><b>Client Date of Birth.</b></p> <p>In addition, a client file contains information protected by HIPAA which must be de-identified pursuant to <b>45 CFR 164.514(b)(2)(i)(G)</b>.</p> <p>The redacted information is a client DOB.</p>	<p>RCW 74.04.060(1),  RCW 42.56.070(1),  RCW 42.56.230(1); and  42 U.S.C. 1320d - d-9.</p>
<b>[40]</b>	<p><b>Client ID #.</b></p> <p>In addition, a client file contains information protected by HIPAA which must be de-identified pursuant to <b>45 CFR 164.514(b)(2)(i)(G)</b>.</p> <p>The redacted information is a client ID #</p>	<p>RCW 74.04.060(1),  RCW 42.56.070(1),  RCW 42.56.230(1); and  42 U.S.C. 1320d - d-9.</p>
<b>Contracting:</b>		
<b>[41]</b>	<p><b>Competitive bidding—Written protests—Notice of contract execution.</b></p> <p>(1) Within two business days of the bid opening on a public works project that is the subject of competitive bids, the municipality must provide, if requested by a bidder, copies of the bids the municipality received for the project. The municipality shall then allow at least two full business days after providing bidders with copies of all bids before executing a contract for the project. Intermediate Saturdays, Sundays, and legal holidays are not counted.</p> <p>(2) When a municipality receives a written protest from a bidder for a public works project that is the subject of competitive bids, the municipality must not execute a contract for the project with anyone other than the protesting bidder without first providing at least two full business days' written notice of the municipality's intent to execute a contract for the project; provided that the protesting bidder submits notice in writing of its protest no later than:</p> <p style="padding-left: 40px;">(a) Two full business days following bid opening, if no bidder requested copies of the bids received for the project under subsection (1) of this section; or</p> <p style="padding-left: 40px;">(b) Two full business days following when the municipality provided copies of the bids to those bidders requesting bids under subsection (1) of this section. Intermediate Saturdays, Sundays, and legal holidays are not counted.</p> <p>The redacted information is vendor proprietary information.</p>	<p>RCW 39.04.105</p>
<b>[42]</b>	<p><b>Financial, Commercial and Proprietary Information.</b></p> <p>The redacted information is vendor proprietary information.</p>	<p>RCW 42.56.270(11)(a)</p>