



ADVANCED PUBLIC RECORDS TRAINING
Co-Sponsored by WCIA

JULY 17, 2019 0800-1600
City of Lacey Community Center
6729 Pacific Ave SE, Lacey, WA 98503

Instructor: Sara DiVittorio, Snohomish County Public Utility District 1

This class is intended for the *seasoned public records* officers who are responsible for the agency's complex public records requests. Topics covered for this course will be:

Juvenile Records: Jail Records Act vs. Public Records Act:

- When your suspect is a juvenile
- What changes when a case has been sealed?
- When your victim/witness is a living juvenile
- Chapter 13.50 RCW
- Who gets what?
- Who can have what?
- Examples of process/forms/procedures

Attorney/Client Privilege:

- Where do we begin?

Personnel Records:

- Who holds the privilege?
- Who can waive the privilege?
- What if there is no attorney on the communication?
- Sustained investigation
- Un-sustained investigation
- Personnel file
- Pre-employment File

JLARC's Audit, 17 Points of Data & PRA Log Requirements - What you need to know to comply



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INSTRUCTOR BIO

SARA DI VITTORIO is an Assistant General Counsel and the Public Records Officer for Snohomish County Public Utility District #1. In this position, she processes public records requests and advises PUD departments on Public Records Act compliance. She is one of the Governor's appointees to the Public Records Exemption Accountability Committee (the "Sunshine Committee"). Sara also provides regular training to local jurisdictions and professional organizations around the state on the PRA and GR 31.1.

Prior to joining the PUD, Sara worked as the Civil Deputy Prosecuting Attorney for Snohomish County. In that position, Sara handled all public records litigation involving Snohomish County and provided advice to Snohomish County's departments on all aspects of records retention and public records disclosure. Prior to that position, Sara worked as an Assistant Attorney General for nine years including seven years in the Corrections Division. At the AGO, Sara was a primary legal advisor to and litigator for the Department of Corrections on public records and federal civil rights issues.

Sara received both her B.A. and her J.D. from the University of Washington.