

POLICY

Cancels: POL 10.6.11.T Requesting AAG Services

See also: PRO 10.6.11; RCW 43.216; 110-300; 110-301

Approved by: Luba Bezborodnikova

POL 10.6.11 REQUESTING AAG SERVICES FOR CHILD CARE LICENSING

This policy applies when DCYF child care licensing staff requests Assistant Attorney General (AAG) services for legal advice.

1. DCYF Licensing Leadership Positions May Contact AAG Directly Including:

- Assistant Secretary of Licensing
- Child Care Licensing Administrator (CCLA)
- Area Administrators
- Supervisors
- Licensing Organizational Change Manager
- Others designated by CCLA

2. Licensors Or Support Staff May Respond to AAGs Requests Without Approval Except When Subpoena or Discovery Process Is Invoked

3. Licensing Staff Must Refer AAGs Requests For Documents Invoked By Subpoena Or Discovery To Public Disclosure*

***Public Disclosure:** The process by which a private citizen requests physical documents from an agency that are not confidential or sensitive in nature.

Public Record: Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.