



SAMPLE EXEMPTION LOG

[Special Purpose District]

(Created for the district's response to Joe Requester's Jan. 24, 2009 public record request)

Document type/description	Date	Author	Recipient (incl. CCs)	Exemption/explanation**	Pages
3 draft of termination reason letter	5/30/08	Ramsey Ramerman	Jennifer Smith	Attorney/Client RCW 5.60.060; RCW 42.56.280	3
Draft letter re response to 5/19/08 letter	5/25/08	Ramsey Ramerman	Jenifer Smith	Attorney/Client RCW 5.60.060; RCW 42.56.280	1
Memo re Jesse Zimmerman	5/26/08	Brenda Miller	Jennifer Smith	Work Product, RCW 42.56.290 RCW 42.56.280 Prepared in anticipate of legal claims to be filed by Jesse Zimmerman	4
Email	5/24/08	Brenda Miller	Kim Jones; Fred Thompson	Attorney/Client RCW 5.60.060; work Product, RCW 42.56.290 RCW 42.56.280 Prepared at the request of Legal counsel, reflecting legal advice	1
Email with 6/19/08 draft Memo re Jesse Zimmerman	5/25/05	Brenda Miller	Kim Jones; Fred Thompson	Work Product, RCW 42.56.290 RCW 42.56.280 Prepared at the request of legal counsel	5
Email	5/24/08	Brenda Miller	Fred Thompson	Attorney/Client RCW 5.60.060; work Product, RCW 42.56.290 RCW 42.56.280 Prepared at the request of Legal counsel, reflecting legal advice	3

**Note, the "explanation" requires an agency to provide enough facts to allow the requester to understand how the statutory exemption applies to the withheld record.



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Email	5/30/08	Brenda Miller	Jane Austin; Jennifer Smith	Attorney/Client RCW 5.60.060; work Product, RCW 42.56.290 RCW 42.56.280 Prepared at the request of legal counsel	3
Email	6/1/08	Jennifer Smith	Ramsey Ramerman	Attorney/Client RCW 5.60.060 RCW 42.56.280	2

REDACTIONS

Document type/title/date	Exemption/Explanation
Email, "Refund of deposit" 6/1/08	Privacy Act of 1974, 5 U.S.C. 552a (Tenant name or phone number)

**Note, the "explanation" requires an agency to provide enough facts to allow the requester to understand how the statutory exemption applies to the withheld record.