WASHINGTON COURTS	**JISC DATA DISSEMINATION COMMITTEE** **Friday, April 24, 2015 (8:15 a.m. – 9:45 a.m.)** **Administrative Office of the Courts** **SeaTac Office Building** **18000 International Blvd. Suite 1106, Conf Rm #2** **Call-in Number: 1-888-450-5996, Passcode 628488**

DRAFT - MEETING MINUTES

Members Present
Judge Thomas J. Wynne, Chair
Judge James Heller
Judge J. Robert Leach
Ms. Barbara Miner
Ms. Brooke Powell
Judge Steven Rosen (Telephonically)
Ms. Aimee Vance

Members Not Present
Judge Jeannette Dalton

AOC Staff Present
Stephanie Happold, Data Dissemination Administrator

Guests Present
Mr. Mike Wallis – Drivers History Information
Mr. Paul Quinto – Drivers History Information
Mr. Rowland Thompson – Allied Daily Newspapers

Judge Wynne called the meeting to order and the following items of business were discussed:

1. **Minutes of March 6, 2015**
   Committee approved the meeting minutes.

2. **Drivers History Information Request for Traffic**
   Mr. Mike Wallis presented Drivers History Information (DHI) request for one bulk traffic infractions file for the past three years and repetitive monthly update/new case files. DDA Happold informed the Committee that this request was similar to Data Driven Safety's (DDS) that was approved in 2013, including the same data fields; however, the updates would not only refresh the initial three year file as the DDS request allowed, but also contain new cases and updates each month. Ms. Vance asked if the infraction data would be removed from DHI's database after three years per retention schedules or would it be held by DHI for five years consistent with Iteration 2 of the ITG 41 project. DDA Happold responded three years. Judge Rosen asked if the contract requirements would be the same as what was required for the 2013 DDS request and DDA Happold responded it would be the exact same contract as what was agreed to for DDS. Members of the Committee voiced approval for that decision. DDA Happold also stated that the monthly requests would have to be submitted each month and charged as AOC does not provide data feeds at this time. Judge Leach made the motion to approve DHI's request with the same contract as previously approved for DDS, that DHI would have to initiate each monthly request, and that the data could only be kept for three years after disposition. Ms. Barb Miner seconded and the Committee unanimously approved the request.

3. John Saul Request for King County District Court Financial Data

Mr. Saul was unavailable to attend the meeting so DDA Happold presented his request for King County District Court fines collected for each year since 2010, the offenses for which the fines were assessed, the names of the collection agencies, the amount paid to the firms, and copies of the agreements. DDA Happold told the Committee that Mr. Saul was already aware that the AOC does not have information on the names of the collection agencies used, the amount paid to the firms, and the copies of the agreements. The AOC can provide the other requested data with the same conditions that were required for the ACLU request: Mr. Saul would have to meet with AOC staff to ensure that there is an understanding of the data requested and what can be reliably provided. Also the reports should be reviewed by a person delegated by the Committee. Last, the cost recovery fees should be applied and include the time spent meeting with the staff. Committee Members agreed and also directed DDA Happold to notify King County District Court about the request and let Mr. Saul know that the court was contacted. Based on these requirements, the Committee voted unanimously to approve Mr. Saul's request.

Ms. Miner asked that DDA Happold provide a weekly summary of data dissemination requests received by AOC to the courts and clerk's offices. DDA Happold suggested a monthly summary or log and will begin providing that information in July.

4. Anthony Schick Request for Department of Fish and Wildlife Financial Data

Mr. Schick did not call in for the meeting so DDA Happold presented his request. Mr. Schick initially asked the AOC for violations of chapter 77.15 RCW from 2000 to present. After reviewing the provided data, Mr. Schick requested the financial data for unpaid restitution and fines related to those cases. DDA Happold recommended to the Committee that the AOC provide the financial data with the same conditions that were required for the ACLU request: Mr. Schick would have to meet with AOC staff to ensure that there is an understanding of the data requested and what can be reliably provided. Also that the reports should be reviewed by a person delegated by the Committee. Last, the cost recovery fees should be applied and include the time spent meeting with the staff. Based on these requirements, Judge Leach moved to approve the request and Judge Heller seconded the motion. The Committee voted unanimously to approve Mr. Saul's request.

5. AOC Questions Regarding JIS Security Requirements for JIS Link Users and Public Data Dissemination Requests

DDA Happold presented questions AOC staff had regarding JIS LINK User security access and public data dissemination requests. The following Committee responses are provided with the assumption that the information is not sealed or redacted by the court under GR 15.

- Defendant date of birth. Currently it is shown on SNCI/CNCI screens but not provided in data dissemination requests. Also, Odyssey portal will allow for members of the public to search cases using date of birth. The Committee approved that defendants' date of birth can be provided in data dissemination requests and also on the AOC public website search in future versions.
- Residential address of defendants/respondents. DDA Happold stated that Washington Low Income Housing Association (WLIHA) was asking for residential addresses of respondents of unlawful detainer actions. Ms. Miner stated that the personal address in JIS/SCOMIS for the respondent may not be the residential address of the unlawful detainer action. DDA Happold told the Committee she would relay the information to WLIHA.

DDA Happold then asked about addresses of defendants being released for data dissemination requests. The Committee stated if the court file had the address listed for the public to see, than it should be available for the data requests as well. As long as the data request is not for commercial solicitation, the AOC is allowed to disseminate defendant addresses and the addresses of respondents in unlawful detainer actions.

- WSBA. DDA Happold stated that the DDC previously authorized the WSBA access to the DCH screen; however, the AOC could not provide that screen without increasing WSBA's security access level. The Committee did not want to provide that access to WSBA and instead offered the WSBA to contact the AOC and ask for a DCH on a case-by-case basis.
- Victim, witness and material witness names. The Committee stated that if victim and witness names are provided in the court file for public access, that information should be available for data dissemination requests as well. The Committee discussed that juvenile victims will be treated differently per statute.
- Defendant height, weight, gender, race, etc. The Committee stated that this information is on the citation/charging documents, and therefore, is accessible to the public. This information can be provided for data dissemination requests.
- Protection orders. The Committee stated that information contained in the official court file is public, including protection orders. Protection order information can be provided for data dissemination requests.
- Juvenile drug court and juvenile drug court mental health alternative information. The Committee stated that if the information is found in the official court file, it is public and disclosable. Anything found in the social file is confidential by statute and is not disclosable.
- Therapeutic court information contained in the AOC Data Warehouse. The Committee stated that the therapeutic court information is disclosable for public data dissemination requests per court rules and statues.
- Transfer of sentencing and transfer of supervision for juvenile offender cases. The Committee stated that notice of transfer and related orders are in the official court file and are disclosable for public data dissemination requests.

6. JIS Exemptions

Per the Committee's prior direction, DDA Happold provided the list of current JIS LINK Exceptions. As new case managements are implemented, the Committee would like for these exceptions to be reviewed. The Committee asked DDA Happold to start drafting a policy for handling current exceptions and look at the possibility of having the agencies reapply for the exceptions, implementing a RACFID limit, requiring a request for continued use be made every year, and providing FORS automatically instead of through a specialized RACFID.

At 9:45 am, the meeting was adjourned.