

## SAMPLE EXEMPTION LOG

Document Type/Description	Date	Author	Recipient (including CC's)	Exemption/Explanation*	Pages
Draft of termination reason letter	7/31/14	Alice Wright, City Attorney	Joe Smith, HR Director	Attorney/Client RCW 5.60.060; RCW 42.56.280	3
Draft letter re response to 6/15/14 letter	7/1/14	Alice Wright	Joe Smith	Attorney/Client RCW 5.60.060; RCW 42.56.280	1
Memo re Jane Adams	6/26/14	Bob Miller, Finance Director	Joe Smith	Work Product RCW 42.56.290; RCW 42.56.280 Prepared in anticipation of legal claims to be filed by Jane Adams	4
Email	6/24/14	Bob Miller	Betsy Jones, Finance Technician; Paul Henry, Payroll	Attorney/Client RCW 5.60.060; Work Product RCW 42.56.290; 42.56.280 Prepared at request of legal counsel, reflecting legal advice	1
Email with 5/25/14 draft memo re Jane Adams	6/25/14	Bob Miller	Betsy Jones; Paul Henry	Work Product RCW 42.56.290; RCW 42.56.280 Prepared at request of legal counsel, reflecting legal advice	5
Email	6/10/14	Bob Miller	Pete Austin, Accounts Receivable; Sally Smith, City Clerk	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	6/1/14	Sally Smith	Alice Wright	Attorney/Client RCW 5.60.060; RCW 42.56.280	2

\*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.

### REDACTIONS

Document Type/Description	Exemption/Explanation
Email, "Refund of deposit" 6/1/14	Privacy Act of 1974, 5 U.S.C. 552a (Tenant name or phone number)

*This form does not constitute legal advice. Consult with counsel regarding sufficiency of your exemption log.*