

**Island County Board of Equalization Review Follow-up  
 Status of Work Completed  
 December 18, 2019**

NOTE: Refer to our original report issued in January 2019 for a complete explanation of each requirement.

Requirement	Topic	Work Completed on Requirement	Completed / Pending Completion	Future Follow-up?
1	<b>Waiver of Filing Deadline for Good Cause</b>	<p>The Island County Board of Equalization (Board) provided the Department of Revenue (Department) with a copy of their <i>Proposed Order of the Board Rejecting Appeal as Untimely Filed</i>. This letter is used to inform appellants their petition is not filed timely. It provides the good cause waiver reasons and a reasonable deadline to return the petition.</p> <p>The Board provided the Department with a copy of their <i>Final Order of the Board Rejecting Appeal as Untimely Filed</i>. The Board issues this order when a petitioner does not submit a good cause waiver request on or before the deadline stated in the proposed order.</p>	Completed	No

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Recommendation	Topic	Work Completed on Recommendation	Completed / Pending Completion	Future Follow-up?
1	<b>Confidential Information</b>	<p>The Board has adopted a new practice for filing confidential information received with petitions. The Clerk files only the confidential documents, within a petition file, in a sealed envelope labeled with the notation <i>confidential evidence</i> and the case number.</p> <p>The Board provided the Department with a portion of their updated <i>Clerk's Desk Reference Manual</i>. The manual instructs the Clerk to place information that is confidential in a marked and sealed envelope located inside the physical case file. The envelope will have a completed <i>Confidential File Placeholder</i> form stapled to it.</p> <p>The Board also provided the Department with a copy of the <i>Confidential File Placeholder</i> the Clerk attaches to the sealed envelope containing confidential information. The form lists the petition number and states it contains confidential information.</p>	Completed	No