

**WAC 208-12-080 Inspection of public records.** (1) It is the department's responsibility to protect public records from destruction, damage or disorganization, and prevent excessive interference with essential functions of the department.

(2) Before a person may inspect original records, that person must agree to the following conditions:

(a) The records may not be removed from the area designated for review;

(b) The records may not be destroyed;

(c) The records may not be altered in any way;

(d) The records may not be defaced in any way, including marking upon, folding or folding anew if in folded form, tracing or fastening with clips or other fasteners except those that already exist in the file;

(e) The records may not be cut, torn or mutilated in any way;

(f) The records must be kept in the order in which received; and

(g) The records will be returned to the department's public records officer or his or her designee when no longer required by the requestor, but no later than the end of customary business hours.

(3) If the requestor wishes to receive copies of particular records, they should so indicate to the public records officer or designee. Copies will be provided once payment arrangements are made, pursuant to WAC 208-12-090.

(4) The requestor must review assembled records within thirty days of the department's notification that the records are available for inspection. If the requestor fails to inspect assembled records or make other arrangements within thirty days, the department may close the request.

[Statutory Authority: RCW 43.320.040, 42.56.040, 42.56.100, and 42.56.120. WSR 18-13-104, § 208-12-080, filed 6/19/18, effective 8/1/18. Statutory Authority: RCW 43.320.040 and 42.17.250. WSR 96-14-082, § 208-12-080, filed 7/1/96, effective 8/1/96.]