

**WAC 381-20-090 Disclosure procedure.** Board staff shall review file material prior to disclosure.

If the file does not contain materials exempt from disclosure, board staff shall ensure full disclosure.

If the file does contain materials exempt from disclosure, board staff shall exempt those portions of the file and shall, at the time of the denial, in writing, clearly specify the reasons for the denial of disclosure, including a statement of the specific exemptions or reasons authorizing the withholding of the record and a brief explanation of how the exemption applies. The remaining nonexempt materials shall be fully disclosed pursuant to this chapter.

[Statutory Authority: RCW 34.05.220 (1)(b) and 42.17.250. WSR 98-19-054, § 381-20-090, filed 9/15/98, effective 10/16/98; WSR 91-14-028, § 381-20-090, filed 6/26/91, effective 7/27/91.]