

**WAC 390-14-027 How will my public records request be processed?**

(1) The public records officer may confirm receipt of your request for public records within five business days. Depending upon the nature of the request, the public records officer may also take any of the steps listed in WAC 390-14-015. A search for potentially responsive records begins when the public records officer determines that your request seeks clearly identifiable records. The public records officer may determine that a search can begin when the records you seek are clearly identifiable in the text of your initial request, or when you have provided the officer adequate clarification about your request.

(2) The commission will generally provide records in the format you request, to the extent feasible and reasonable and within current resources. If the commission cannot provide the records to you in the format you request, the commission at its option may provide the records in another format. See WAC 390-14-028. The commission may provide records in a format in which the record is maintained by the commission for its business purposes. The commission is not required to create new records in order to respond to your request. The public records officer will explain why any records are withheld in whole or in part. See WAC 390-14-035. You must pay applicable charges for records you receive. See WAC 390-14-030. There is no cost to you for inspecting records at the commission office or on the website.

(3) The public records officer will close your request when:

(a) You have been provided the requested records;

(b) You withdraw the request or ask that the processing end; or

(c) You fail to:

(i) Provide clarification or otherwise respond to the public records officer when requested;

(ii) Inspect or pay for an installment of records; or

(iii) Pay any requested deposit.

[Statutory Authority: RCW 42.56.100, 42.56.040, and 42.17A.110. WSR 12-18-015, § 390-14-027, filed 8/24/12, effective 9/24/12.]