

**WAC 456-12-073 Public Records Act requests to the board. (1)**

**Website records.** Before submitting a records request, those seeking public records of the board are strongly encouraged to first review the board's website at [bta.wa.gov](http://bta.wa.gov). This website includes the board's decisions from 1967 to the present, board policies, and public meeting schedules, and agendas. These are free for viewing and downloading at any time, and are accessible without making a Public Records Act request.

(2) **Public Records Act requests.** Public Records Act requests must be sent or submitted to the public records officer in one of the following ways:

(a) Online: <http://www.bta.wa.gov>

(b) Email: [bta@bta.wa.gov](mailto:bta@bta.wa.gov) with subject line indicating "public records request"

(c) U.S. Mail or Delivery: Public Records Officer  
Washington State Board of Tax Appeals  
P.O. Box 40915

Olympia, WA 98504-0915

(d) In person: 1110 Capitol Way South, Suite 307

Olympia, WA 98501

Communications that seek the board's records, but which are sent or provided to unauthorized addresses or staff, will not be accepted or processed as Public Records Act requests. The board will instead process such communications as general informal inquiries, general correspondence, or general requests for information.

(3) **Manner of requests.** Requestors are strongly encouraged to make requests in writing. If the board receives an oral request, the board will reduce the request to writing and verify with the requestor in writing that it correctly memorializes the request. Requestors are also urged to include a description of the records requested by docket number, appellant name, subject matter, suggested search terms, or other means that will allow the public records officer or designee to identify the requested records. The board accepts in-person requests at its office during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays and days the board's office is closed.

[Statutory Authority: RCW 82.03.170. WSR 22-10-099, § 456-12-073, filed 5/4/22, effective 6/4/22.]