

FORM OF ORDER AND TRANSMITTAL BY AGENCY HAVING SINGLE HEAD

State of Washington

Office of Archaeology and Historic Preservation
(agency name)

Administrative Order No. 7

(1) I, Jacob E. Thomas, director of the Office of Archaeology and Historic Preservation

do promulgate and adopt at 111 West 21st Avenue, Olympia, Washington (place)

the annexed rules relating to: compliance by the Washington State Heritage Council with provisions of RCW 42.17 and RCW 42.30 dealing with procedures and meetings.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 84-19-009 filed with the code reviser on Sept. 10, 1984. These rules shall take effect:
[ ] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2).
[X] at a later date, such date being November 8, 1984.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, find that an emergency exists and that this order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026 that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b), or (c) as appropriate:

- [ ] (a) This rule is promulgated pursuant to RCW and is intended to administratively implement that statute.
[ ] (b) This rule is promulgated pursuant to RCW which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

- [X] (c) This rule is promulgated under the general rule-making authority of the The Office of Archaeology and Historic Preservation (agency)

as authorized in RCW 27.34

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this agency, is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED November 8 19 84

STATE OF WASHINGTON FILED

NOV 8 1984

By Jacob E. Thomas, State Historic Preservation Officer, Title

CODE REVISER'S OFFICE IYSR 84-23-004

## Chapter 25-30 WAC

## WASHINGTON STATE HERITAGE COUNCIL

## WAC

|           |                                   |
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| 25-30-010 | Purpose.                          |
| 25-30-020 | Definitions.                      |
| 25-30-030 | Description of purpose and staff. |
| 25-30-040 | Procedures.                       |
| 25-30-050 | Public records available.         |

NEW SECTION

WAC 25-30-010 PURPOSE. The purpose of this chapter shall be to ensure compliance by the Washington state heritage council with the provisions of chapters 42.17 and 42.30 RCW in particular those sections which deal with procedures and meetings.

NEW SECTION

WAC 25-30-020 DEFINITIONS. (1) Public records. "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency, regardless of physical form or characteristics.

(2) Writing. Writing means handwriting, typewriting, printing, photostating, and every other means of recording, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) Washington state heritage council. The Washington state heritage council is the council established pursuant to RCW 27.34.030, and is hereinafter referred to as the "council."

(4) Office of archaeology and historic preservation. The office of archaeology and historic preservation is that agency established pursuant to RCW 27.34.210, and is hereinafter referred to as the "office." The office provides staff for the council.

(5) State historic preservation officer. The state historic preservation officer is that person appointed pursuant to RCW 27.34-.030 to implement the purposes of that chapter, and hereinafter referred to as "SHPO."

(6) State historical agencies. State historical agencies are the four agencies identified in RCW 27.34.020.

NEW SECTION

WAC 25-30-030 DESCRIPTION OF PURPOSE AND STAFF. The council is of an advisory nature for the governor and the state historical agencies. Financial and administrative services including those related to budgeting, accounting, financial reporting, personnel and procurement shall be provided the council by the office. The administrative location of the council and that of its staff is at the Office of Archaeology and Historic Preservation, 111 West 21st Avenue, Olympia,

Washington. The council meets at least quarterly. The meeting in the third quarter will be the one at which the regular meeting schedule for the following year will be set.

#### NEW SECTION

WAC 25-30-040 PROCEDURES. The following is a statement of the general course and method followed in the conduct of the business of the council.

(1) The meetings of the council shall be carried out in accordance with Roberts Rules of Order.

(2) The agenda shall be developed in consultation with the directors of the state historical agencies and approval of the agenda shall rest with the chairman.

(3) Public participation is an aspect of all council meetings, and individuals are encouraged to offer their points of view. Depending on the number of individuals wishing to speak or the council's sense of the business it must conduct, the chairman may limit the time for comment to a reasonable period.

#### NEW SECTION

WAC 25-30-050 PUBLIC RECORDS AVAILABLE. All public records of the council, as defined in WAC 25-30-020, are available for public inspection and copying at the office location described in WAC 25-30-030, pursuant to WAC 25-36-040 through 25-36-130, except as otherwise provided by RCW 42.17.310.