

WAC 294-04-050 Requests for public records. Public records may be inspected or copied or copies of such records may be obtained consistent with chapter 42.17 RCW (unreasonable invasions of privacy, protection from damage/disorganization, and excessive interference) by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing which shall be presented to the commission staff. The request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) A reference to the requested record as it is described in any current index, if the matter requested is referenced within indexes;

(e) An appropriate description of the record requested, if the requested matter is not identifiable in the indexes.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the commission staff to assist in appropriately identifying the public record requested.

(3) Commission staff shall respond to a request in a reasonable period of time, taking into account the nature and number of documents requested.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. WSR 97-02-002, § 294-04-050, filed 12/19/96, effective 1/19/97.]