

**WAC 108-50-020 Agency description—Contact information—Public records officer.** (1) The commission authorizes high-quality charter public schools throughout the state and ensures the highest standards of accountability and oversight for those schools. The commission's central office is located at:

Washington State Charter School Commission  
1068 Washington St. S.E.  
Olympia, WA 98501

(2) Any person wishing to request access to public records of the commission, or seeking assistance in making such a request should contact the public disclosure officer of the office of superintendent of public instruction:

Office of Superintendent of Public Instruction  
Attn: Public Disclosure Officer  
Old Capital [Capitol] Building, 600 S. Washington  
P.O. Box 47200  
Olympia, WA 98504-7200  
Phone: 360-725-6372  
Fax: 360-753-4201  
publicrecordsrequest@k12.wa.us.

Information is also available at the commission's web site.

(3) The public disclosure officer will oversee compliance with the act but a commission staff member may process the request. Therefore, these rules will refer to the public records officer or "designee." The public records officer or designee and the commission will provide the "fullest assistance" to requestors; create and maintain for use by the public and officials an index to public records of the commission; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the commission.

[Statutory Authority: Chapter 42.56 RCW. WSR 17-08-011, § 108-50-020, filed 3/24/17, effective 4/24/17; WSR 14-12-065, § 108-50-020, filed 6/2/14, effective 7/3/14.]