

WAC 374-20-060 Making a request for public records. (1) Any person wishing to inspect or copy public records of the agency must make the request in writing using the agency's request form, the agency's online portal, by letter, fax, or email addressed to the agency public records officer. The written request must include:

- (a) Name of requestor;
- (b) Address of requestor;
- (c) Requestor's contact information, including telephone number and any email address;
- (d) Identification of the requested public record(s) adequate for the public records officer or designee to locate the records;
- (e) Whether the requestor is asking to inspect the record(s) or for copies;
- (f) Whether the requestor would like an estimate of applicable charges before any copies are made; and
- (g) The date and time of day of the request.

(2) A records request form is available for use by requestors at the office of the public records officer and online at www.plia.wa.gov.

(3) If the requestor refuses to identify themselves or provides insufficient contact information, the agency will respond to the extent feasible and consistent with the law.

[Statutory Authority: Chapter 42.56 RCW. WSR 20-02-005, § 374-20-060, filed 12/18/19, effective 1/18/20. Statutory Authority: RCW 42.17.250. WSR 90-14-019 (Order 90-4), § 374-20-060, filed 6/27/90, effective 7/28/90.]