

WAC 183-05-020 Where and when public records may be obtained.

The public may obtain public records by contacting the commission at its general mailing address, email, fax, or in person. Requests may not be made by telephone.

(1) Mail. Requests by mail shall be addressed to the commission's mailing address: The Washington Citizens' Commission on Salaries for Elected Officials, c/o Public Records Officer, P.O. Box 43120, Olympia, WA 98504-3120. The front of the envelope shall conspicuously state: "Public Records Request."

(2) Email. The commission will accept public disclosure requests by email. Email requests shall be sent to the commission by accessing the commission's web site at www.salaries.wa.gov and following the contact instructions for email. Email requests shall contain the subject line "Public Records Request."

(3) Fax. The commission will accept public disclosure requests by fax. Fax requests shall be addressed to "The Washington Citizens' Commission on Salaries for Elected Officials, c/o Public Records Officer" with the subject line "Public Records Request" and sent to 360-586-7544.

(4) In person. The public can find out the commission's hours of operation by contacting the commission as described in WAC 183-03-030. Requests may be made in person at the commission's office at the address identified in WAC 183-03-030(3).

[Statutory Authority: RCW 43.03.300 through [43.03].310. WSR 09-12-077, § 183-05-020, filed 6/1/09, effective 7/2/09.]