

**WAC 342-10-080 Requests for public records.** In accordance with the requirements of chapter 42.17 RCW, that agencies prevent unreasonable invasion of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the commission, which shall be made available at its field office.

(2) The request shall include the following information:

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

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

(c) The nature of the request;

(d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(e) If the matter requested is not identifiable by reference to the commission's current index, and appropriate description of the record is requested.

(3) The completed form shall be presented to the public records officer, or to any member of the commission staff if the public records officer is not available, at the commission's field office during the customary office hours.

(4) In all cases, it shall be the obligation of the public records officer or staff member to whom the request is presented to assist the member of the public in appropriately identifying the public record requested.

[Order 1-76, § 342-10-080, filed 4/22/76.]