

WAC 392-105-050 Protection of public records. In order to adequately protect the agency's public records, requestors must comply with the following guidelines while inspecting public records:

(1) Requestors may not remove any public record from the agency's premises.

(2) Requestors must have a designated agency employee present while inspecting a public record.

(3) Requestors may not mark or deface a public record in any manner during inspection.

(4) Requestors may not dismantle public records that are maintained in a file or jacket, or in chronological or other filing order, or those records that, if lost or destroyed, would constitute excessive interference with the agency's essential functions.

(5) Access to agency file cabinets, shelves, vaults, or other storage areas is restricted to agency personnel, unless other arrangements are made with the public records officer or designee.

[Statutory Authority: RCW 28A.300.040 and 2017 c 304. WSR 18-13-060, § 392-105-050, filed 6/14/18, effective 7/15/18. Statutory Authority: RCW 42.17.250 through [42.17].320. WSR 92-10-016 (Order 92-04), § 392-105-050, filed 4/28/92, effective 5/29/92.]