

WAC 108-50-030 Availability of public records. (1) **Hours for inspection of records.** Public records are available for inspection and copying during customary business hours of the commission, customary office hours are from 8:00 a.m. to noon and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The commission is a small state agency with limited staffing. Consistent with other demands, the commission will provide fullest assistance when a request for inspection is made; to avoid inconvenience, a time to inspect the records should be scheduled with the public records officer. Records must be inspected at the commission's office.

(2) **Records index.** An index of public records is available for use by members of the public, including:

- (a) Commission monthly meetings;
- (b) Annual solicitation documents;
- (c) Charter school application documents;
- (d) Evaluation team recommendation reports;
- (e) Resolutions by the commission which are filed by resolution number, by year.

The index may be accessed online at the commission's website.

(3) **Organization of records.** The commission will maintain its records in a reasonably organized manner. The commission will take reasonable actions to protect records from damage and disorganization. A requestor shall not take the commission records from the commission offices. A variety of records is available on the commission website.

Requestors are encouraged to view the documents available on the website prior to submitting a records request.

(4) **Making a request for public records.**

(a) Any person wishing to inspect or copy public records of the commission shall make the request by contacting the public disclosure officer at 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.

and include the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any email address;
- Adequate identification of the public records for the public records officer or designee to locate the records; and
- The date and time of day of the request.

(b) No fee shall be charged for the inspection of public records. The commission may impose a reasonable charge for providing copies of public records; those charges shall not exceed the amount necessary to reimburse the commission for actual costs incident to such copying. When subject to reasonable charge, no public records will be released until and unless the requestor has tendered payment for such copying to the appropriate official. All charges must be paid by money order, check, or cash in advance.

[Statutory Authority: Chapter 42.56 RCW. WSR 17-08-011, § 108-50-030, filed 3/24/17, effective 4/24/17; WSR 14-12-065, § 108-50-030, filed 6/2/14, effective 7/3/14.]