

**WAC 198-14-040 Availability of public records.** (1) **Hours for inspection of records.** Public records are available for inspection and copying during normal business hours of ELUHO, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the offices of ELUHO or the offices of the boards that comprise ELUHO.

(2) **Records index.** An index of public records is available for use by members of the public, including final orders, declaratory orders, interpretive statements, and statements of policy. The index may be accessed online at [www.eluho.wa.gov](http://www.eluho.wa.gov).

(3) **Organization of records.** ELUHO and the boards of the ELUHO will maintain records in a reasonably organized manner. ELUHO and the boards will take reasonable actions to protect records from damage and disorganization. A requestor shall not take records from the offices at which the records are maintained without the permission of the public records officer or designee. Many records are available on the ELUHO website at [www.eluho.wa.gov](http://www.eluho.wa.gov). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

[Statutory Authority: RCW 42.56.040, 43.21B.005, 43.21B.090, and 36.70A.270(7). WSR 12-03-042, § 198-14-040, filed 1/10/12, effective 2/10/12.]