

**WAC 220-120-020 Public records officer.** (1) The department's public records officer:

- (a) Receives all public records requests made to the department;
- (b) Provides assistance to persons seeking department public records;
- (c) Oversees the department's compliance with the Public Records Act, including locating, processing, and releasing records responsive to public records requests; and
- (d) Prevents the fulfillment of public records requests from causing excessive interference with essential functions of the department.

(2) The public records officer can be contacted at:

Public Records Officer  
Department of Fish and Wildlife  
Office Location:  
Natural Resources Building, 5th Floor  
1111 Washington Street S.E.  
Olympia, WA 98501-1091  
Mailing Address:  
P.O. Box 43146  
Olympia, WA 98504-3146  
email address: PublicDisclosureRequest@dfw.wa.gov

Current contact information is also available at the department's website at <http://wdfw.wa.gov>.

(3) The public records officer may designate one or more department staff to carry out the responsibilities set forth in subsection (1) of this section; and other staff may process public records requests. Therefore, use of the term public records officer in this chapter may include the public records officer's designee(s) and/or any other staff assisting in processing public records requests, where indicated by context.

[Statutory Authority: RCW 77.04.090 and 77.04.130. WSR 18-07-080, § 220-120-020, filed 3/19/18, effective 4/19/18. Statutory Authority: RCW 77.04.012, 77.04.013, 77.04.020, 77.04.055, and 77.12.047. WSR 17-05-112 (Order 17-04), recodified as § 220-120-020, filed 2/15/17, effective 3/18/17. Statutory Authority: Chapter 42.56 RCW, RCW 42.56.040, 77.04.013, and 77.12.047. WSR 12-15-001 (Order 12-139), § 220-80-040, filed 7/6/12, effective 8/6/12; Order 77-14, § 220-80-040, filed 4/15/77; Order 1104, § 220-80-040, filed 11/26/73.]