

**WAC 16-06-190 Public records requests.** (1) Persons seeking public records are encouraged to use the online public records center portal on the department's website at <https://agr.wa.gov/contact-us/public-disclosure>.

(2) Alternatively, a request may be submitted to the public records officer in writing using the department's public records request form or other written format using the following methods:

(a) By mail at: Washington State Department of Agriculture, Attn: Public Records Officer, P.O. Box 42560, Olympia, Washington 98504-2560;

(b) By email at [publicdisclosure@agr.wa.gov](mailto:publicdisclosure@agr.wa.gov); or

(c) By fax to 360-902-2092.

(3) Requests must include the following information:

(a) The name, address and telephone number or other contact information of the person requesting the records;

(b) The date on which the request is made; and

(c) Sufficient information to readily identify records being requested.

(4) If a requestor cannot submit a request for public records in writing and desires to make an oral request either in person or by telephone, the public records officer or designee receiving the request will summarize the request in writing and then verify in writing with the requestor that the summary correctly memorializes the request.

(5) A person wishing to inspect or copy the department's public records may do so during customary business hours, Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 42.56.040. WSR 20-16-011, § 16-06-190, filed 7/23/20, effective 8/23/20. Statutory Authority: Chapters 34.05, 42.56, and 43.23 RCW. WSR 09-03-032, § 16-06-190, filed 1/12/09, effective 2/12/09. Statutory Authority: Chapters 42.17 and 43.23 RCW. WSR 96-14-086, § 16-06-190, filed 7/2/96, effective 8/2/96.]