

WAC 200-01-055 Protection of public records. (1) DES will maintain its records in a reasonably organized manner. DES will take reasonable measures to protect records from damage and disorganization. If DES records are maintained in a digital format, they will be provided digitally in response to a PRR. If records are maintained and inspected on paper, a requestor may ask for copies.

(2) Records will be made available to the requestor for inspection subject to the following restrictions:

(a) Only the public records officer will remove records from the designated inspection area.

(b) The quantity of records may be limited in accordance with the available space.

(c) All possible care shall be taken by the requestor to prevent damage to the records.

(d) Records shall not be marked, altered, cut or mutilated in any way.

(e) During inspection, eating, drinking, and smoking are prohibited.

(f) Records shall not be defaced in any way including writing on, folding or folding anew if in folded form, tracing or fastening with clips or other fasteners except those that already exist in the file.

(g) Records must be kept in the order in which received.

(h) Departmental personnel will provide all requested copies of records.

(i) The public records officer will remove the records from the inspection area when no longer required by the requestor and no later than the end of the customary business hours.

[Statutory Authority: RCW 42.56.120 and 34.05.353 (1)(a) to (f). WSR 21-09-043, § 200-01-055, filed 4/14/21, effective 5/15/21. Statutory Authority: RCW 43.19.011 and chapter 42.56 RCW. WSR 12-02-004, § 200-01-055, filed 12/22/11, effective 1/22/12.]