

**WAC 253-12-060 Requests for public records.** In accordance with the requirements of chapter 42.17 RCW that agencies prevent unreasonable invasion of privacy, that they protect public records from damage or disorganization and that they prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained by members of the public upon compliance with the following procedures:

A request shall be made in writing upon a form prescribed by the authority, which form shall be available at its administrative office. The form shall be presented by the public records officer, or to any member of the authority's staff if the public records officer is not available, at the administrative office of the authority during the office hours specified in WAC 253-12-050. The request shall include the following information:

- (1) The name of the person requesting the record;
- (2) The time of day and calendar date on which the request was made;
- (3) The nature of the request;
- (4) If the matter requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index;
- (5) If the requested matter is not identifiable by reference to the authority's current index, an appropriate description of the record requested.

[Statutory Authority: RCW 28B.07.040. WSR 84-24-012 (Order 3), § 253-12-060, filed 11/27/84.]