

**WAC 314-60-025 Public records officer.** (1) The WSLCB public records officer:

- (a) Receives all public records requests made to the WSLCB;
- (b) Provides "fullest assistance" to persons seeking WSLCB public records;
- (c) Oversees the WSLCB's compliance with the Public Records Act, including locating, processing, and releasing records responsive to public records requests;
- (d) Creates and maintains an index of certain WSLCB public records, to the extent required by RCW 42.56.070; and
- (e) Prevents the fulfillment of public records requests from causing excessive interference with essential functions of the department.

(2) Any person wishing to access WSLCB public records should contact the WSLCB's public records officer or designee at:

Mailing Address:

Public Records Officer  
Liquor and Cannabis Board  
P.O. Box 43090  
Olympia, WA 98504

Building Address:

1025 Union Avenue S.E.  
Olympia, WA 98501  
Phone: 360-664-1693  
Email: [publicrecords@lcb.wa.gov](mailto:publicrecords@lcb.wa.gov)

Current contact information is also available on the WSLCB website at [lcb.wa.gov](http://lcb.wa.gov).

(3) The public records officer may designate one or more WSLCB 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) or any other staff assisting in processing public records requests, where indicated by context.

[Statutory Authority: RCW 66.08.030 and 69.50.342. WSR 22-23-054, § 314-60-025, filed 11/9/22, effective 12/10/22. Statutory Authority: RCW 42.56.120, 34.05.220, 42.56.040, 66.08.030, and 66.08.050. WSR 18-05-006, § 314-60-025, filed 2/7/18, effective 3/10/18.]