

**WAC 374-20-050 Records indexes.** The records retention schedule established by the division of state archives of the office of the secretary of state serves as an index for the identification and location of the agency's records, including those described in RCW 42.56.070(5).

The records retention schedule indexes records according to the record series title. Each title is further identified by a statement of function or purpose, and the retention period. The records retention schedule is available to the public for inspection and copying. With the assistance of the public records officer or designee, any person can access the agency's public records using the records retention schedule.

Policy statements and interpretive statements entered after June 30, 1990, and as defined in RCW 34.05.010, are indexed by number and subject matter and are available on the agency's website.

[Statutory Authority: Chapter 42.56 RCW. WSR 20-02-005, § 374-20-050, filed 12/18/19, effective 1/18/20. Statutory Authority: RCW 42.17.250. WSR 90-21-051 (Order 90-9), § 374-20-050, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 42.17.250. WSR 90-14-019 (Order 90-4), § 374-20-050, filed 6/27/90, effective 7/28/90.]