

**WAC 390-14-028 How are responsive public records produced? (1) Providing electronic records.** The commission may provide records to you electronically or may provide paper copies. The following general procedures apply to production of electronic copies:

(a) Records provided on the commission's website have been provided to you electronically. The commission will not provide those records in another electronic format. The public records officer will identify the link to the website location of the records you request.

(b) If you request an electronic record that is not on the website and not reasonably translatable into the format you request, or the commission cannot provide the record in electronic format you request, then at the commission's option either:

(i) Electronic copies will be provided to you in a format currently used by the commission; or

(ii) Paper copies will be provided to you.

(c) The commission does not have an obligation to convert an electronic record to a digital format that is different than a format maintained by the commission.

(d) The commission does not have an obligation to purchase additional software, equipment, licenses or other items to respond to your requests for records.

(2) **Exempt information in electronic records.** When electronic records you request require redaction to withhold exempt information and redactions cannot be provided electronically, or the records are contained in a database or program that contains exempt or proprietary information, the commission may provide you paper copies with any redactions noted on those copies.

[Statutory Authority: RCW 42.17A.110(1), 42.56.040 (1)(d), and 42.56.120 as amended by 2017 c 304 § 3. WSR 18-04-106, § 390-14-028, filed 2/6/18, effective 3/9/18. Statutory Authority: RCW 42.56.100, 42.56.040, and 42.17A.110. WSR 12-18-015, § 390-14-028, filed 8/24/12, effective 9/24/12.]