

WAC 465-10-070 Requests for public records. Chapter 42.17 RCW requires the authority to prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions and unreasonable disruptions of operations. Accordingly, the public may inspect, copy, or obtain copies of public records upon compliance with the following procedures:

(1) A member of the public who seeks a public record shall make a written request. No particular form of writing is required so long as the request contains the following information:

(a) The name, mailing address, and telephone number of the person requesting the record.

(b) The calendar date on which the request is made.

(c) Identification of the record requested with sufficient particularity that the authority can identify the requested record and make it available. Such identifying information might include the title, subject matter, and date of the record.

(d) A signed statement that the records will not be used for commercial purposes if a list of individuals is being requested, or for any other use prohibited by law.

(2) To facilitate processing the request, the person requesting the record may also include:

(a) A fax number.

(b) A reference to the record as it is described in the current public record index maintained by the authority.

(3) The public may make written public records requests to the authority, by mail or fax in accordance with WAC 465-10-040. Members of the public making public records requests in person who have not reduced their request to writing shall be asked to complete a short form with the needed information. The purpose of requiring written requests is to assist the authority in tracking, managing, and responding to requests in a timely and orderly fashion.

(4) The authority shall assist persons making public records requests to appropriately identify the public records being sought. The authority may ask the requesting party to clarify what information is being sought.

[Statutory Authority: RCW 43.340.030 [(1)](h) and 34.05.220 (1)(b). WSR 02-20-024, § 465-10-070, filed 9/23/02, effective 10/24/02.]