

WAC 495E-276-080 Requests for public records. In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented by mail or during customary office hours to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office for forwarding to the records officer. The request shall include:

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

(b) The time of day and calendar date on which the request was made;

(c) 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;

(d) If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested;

(e) If the requested record includes a list of individuals, a sworn certification and declaration by the requester that the list and names will not be used for any commercial purpose.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

[Statutory Authority: RCW 28B.50.140 and 42.17.250 et seq. WSR 93-13-114, § 495E-276-080, filed 6/21/93, effective 7/22/93.]