

**WAC 44-14-02001 Agency must publish its procedures.** An agency must publish its public records policies, organizational information, and methods for requestors to obtain public records. RCW 42.56.040(1).<sup>1</sup> A state agency must publish its procedures in the Washington Administrative Code and a local agency must prominently display and make them available at the central office of such local agency. RCW 42.56.040(1). An agency should post its public records rules on its website. An agency cannot invoke a procedure if it did not publish or display it as required (unless the party had actual and timely notice of its contents). RCW 42.56.040(2).

Note: <sup>1</sup>See, e.g., WAC 44-06-030 (attorney general's office organizational and public records methods statement); WAC 388-01-020 (department of social and health services organizational structure rule); City of Kirkland Public Records Act Rule 020 available at [http://www.kirklandwa.gov/depart/Finance\\_and\\_Administration/Public\\_Records/Public\\_Records\\_Request.htm](http://www.kirklandwa.gov/depart/Finance_and_Administration/Public_Records/Public_Records_Request.htm) (agency description).

[Statutory Authority: RCW 42.56.570. WSR 18-06-051, § 44-14-02001, filed 3/2/18, effective 4/2/18. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-02001, filed 1/31/06, effective 3/3/06.]