

WAC 243-01-140 Protection of public records. In order to protect the public records in the custody of the board, the following guidelines shall be followed by any person inspecting such public records:

(1) No public records shall be removed from the board's administrative office;

(2) Inspection of any public records shall be conducted in the presence of a board member or a member of the board staff;

(3) No public record may be marked or defaced in any manner during inspection;

(4) Public records maintained in a file jacket or binders, or in chronological order, may not be dismantled except for the purpose of copying, and then only by a board member or a member of the board staff; and

(5) Access to file cabinets, shelves, vaults, and other storage locations is restricted to board members and staff.

[Statutory Authority: RCW 42.17.250. WSR 95-23-058, § 243-01-140, filed 11/15/95, effective 12/16/95.]