

**WAC 10-04-050 Inspection of public records.** (1) The office will provide space to inspect public records.

(2) The office will notify the requestor in writing that the records are available to inspect. Within 30 days after the office sends notification, the requestor must make arrangements with the office to inspect the records.

(3) After inspection is complete, the requestor must identify which records they wish the office to copy. Depending on staff availability and the volume of records requested, the office may copy the records at that time or provide the records to the requestor at a later date.

(4) When the inspection of the requested records is complete and all requested copies are provided, the public records officer will send notification to the requestor that the request is closed.

[Statutory Authority: RCW 34.12.030. WSR 24-14-129, § 10-04-050, filed 7/2/24, effective 8/2/24. Statutory Authority: RCW 34.12.030(6). WSR 18-01-144, § 10-04-050, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 34.05.020, 34.12.030 and 42.17.250. WSR 99-20-115, § 10-04-050, filed 10/6/99, effective 11/6/99. Statutory Authority: RCW 34.04.020 and 47.17.250 - 47.17.320 [42.17.250 - 42.17.320]. WSR 82-22-052 (Order 3), § 10-04-050, filed 11/1/82.]