

WAC 304-20-065 Response to requests for public records. The state library's response to a request to inspect and/or copy public records shall contain at least the following elements:

- (1) A restatement of the nature of the request;
- (2) The date of the response;
- (3) The extent to which the state library has been able to comply with the request;
- (4) Reason(s) for denial of any portion of the request;
- (5) The location at which the records may be inspected and copied; and
- (6) The procedure for appealing denial of any portion of the request.

[Statutory Authority: RCW 27.04.030(1). WSR 00-11-028, § 304-20-065, filed 5/9/00, effective 6/9/00.]