



**RULE-MAKING ORDER**  
**(RCW 34.05.360)**

**CR-103 (7/23/95)**

**Agency:** Community, Trade and Economic Development

- Permanent Rule**
- Emergency Rule**
- Expedited Repeal**

**(1) Date of adoption:** September 21, 1995

**(2) Purpose:** To reflect current state public records law, correct agency name, current program statute, agency office hours and mailing address.

**(3) Citation of existing rules affected by this order:**

**Repealed:**

**Amended:** WAC 133-20-010; 133-20-020; 133-20-040; 133-20-060; 133-20-120

**Suspended:**

**(4) Statutory authority for adoption:** Chapter 43.160 RCW

**Other authority:**

**PERMANENT RULE ONLY**

Adopted under notice filed as WSR 95-13-078 on June 20, 1995 (date).

Describe any changes other than editing from proposed to adopted version:

**EMERGENCY RULE ONLY**

Under RCW 34.05.350 the agency for good cause finds:

- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

**EXPEDITED REPEAL ONLY**

Under Preproposal Statement of Inquiry filed as WSR \_\_\_\_\_ on \_\_\_\_\_ (date).

**(5.3) Any other findings required by other provisions of law as precondition to adoption of effectiveness of rule?**

- Yes  No
- If Yes, explain:

**(6) Effective date of rule:**

**Permanent Rules**

31 days after filing

Other (specify) \_\_\_\_\_ \*

**Emergency Rules**

Immediately

Later (specify) \_\_\_\_\_

\*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

**NAME (TYPE OR PRINT)**

Ann Bariekman

**SIGNATURE**

**TITLE**  
Rules Coordinator

**DATE**  
12-4-95

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
FILED

DEC 05 1995

TIME: 11:54  
WSR 95-24-086

**Note: If any category is left blank, it will be calculated as zero.  
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.  
A section may be counted in more than one category.**

**The number of sections adopted in order to comply with:**

<b>Federal statute:</b>	New _____	Amended _____	Repealed _____
<b>Federal rules or standards:</b>	New _____	Amended _____	Repealed _____
<b>Recently enacted* state statutes:</b>	New _____	Amended _____	Repealed _____

\*(current calendar year)

**The number of sections adopted at the request of a nongovernmental entity:**

New \_\_\_\_\_ Amended \_\_\_\_\_ Repealed \_\_\_\_\_

**The number of sections adopted on the agency's own initiative:**

New \_\_\_\_\_ Amended 6 Repealed \_\_\_\_\_

**The number of sections adopted in order to clarify, streamline, or reform agency procedures:**

New \_\_\_\_\_ Amended 6 Repealed \_\_\_\_\_

**The number of sections adopted using:**

<b>Negotiated rule making:</b>	New _____	Amended _____	Repealed _____
<b>Pilot rule making:</b>	New _____	Amended _____	Repealed _____
<b>Other alternative rule making:</b>	New _____	Amended _____	Repealed _____

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-010 Purpose.** The purpose of this chapter shall be to insure the compliance by the community economic revitalization board with ~~((the provisions of chapter 1, Laws of 1973, Initiative Measure No. 276, and in particular sections 25 through 32 of that act, and))~~ state public records law RCW 42.17.250 ~~((through 42.17.320, concerning disclosure of public records))~~ et seq.

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-020 Definitions.** The following definitions shall apply to this chapter:

(1) ~~((("Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the board regardless of physical form or characteristics.~~

~~(2) "Writing" means handwriting, typewriting, printing, photostating and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.~~

~~(3)) "Board" means the community economic revitalization board, created pursuant to chapter 43.160 RCW, and shall also refer to the board's officers and staff, where appropriate.~~

~~((4)) (2) "Department" means the department of ((commeree))~~ community, trade, and economic development, and shall also refer to the department's staff, where appropriate.

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-040 Public records officer.** The ~~((board's vice chairman shall be))~~ board chair shall appoint the public records officer for the board. The public records officer shall be responsible for implementation of the board's rules and regulations regarding inspection and copying of public records, and for insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-060 Office hours.** Public records shall be available for inspection and copying during the department's normal office hours. For purposes of this chapter, normal office hours shall be from ~~((9-00))~~ 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-100 Review of denials of public records requests.**

(1) Any person who objects to the denial of a request for public records may petition for prompt review of such decision by submitting a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Following receipt of a written request for review of a decision denying a request for public records, the public records officer or other authorized staff member denying the request shall refer it to the ~~((chairman))~~ chair of the board. The ~~((chairman))~~ chair or designee shall immediately consider the matter and either affirm or reverse such denial. The request shall be returned with the final decision, within two business days following receipt of the request for review.

(3) Administrative remedies shall not be considered exhausted until the request has been returned with a decision or until the close of the second business day following the denial of inspection, whichever occurs first.

AMENDATORY SECTION (Amending Order 83-1, filed 5/2/83)

**WAC 133-20-120 Adoption of form.** The board hereby adopts for use by all persons requesting inspection or copying of its records, the form set out below, entitled "Request for public records."

In order to request copies of our public records, please complete the attached form and return it with the proper payment to the address below. We will forward to you those requested copies which are not exempt from disclosure when we receive this form. Thank you.

Return to:

Community Economic Revitalization Board  
c/o Public Records Officer  
~~((101 General Administration Building))~~  
P.O. Box 48300  
Olympia, WA 98504-8300

REQUEST FOR PUBLIC RECORD

Date . . . . . Time . . . . . (In person requests only)

Name . . . . .

Address . . . . .

. . . . .

Description of Records

. . . . .

. . . . .

. . . . .

I certify that the information obtained through this request for public records will not be used for profit making.

. . . . . Signature

(FOR BOARD USE ONLY)

Number of copies . . . . .

Number of pages . . . . .

Per page charge \$ ((~~.10~~) .15  
for in excess of  
ten pages

Total charge \$ . . . . .