

WSR 25-03-072

PERMANENT RULES

DEPARTMENT OF TRANSPORTATION

[Filed January 14, 2025, 2:24 p.m., effective February 14, 2025]

Effective Date of Rule: Thirty-one days after filing.

Purpose: This amendment corrects information about the ways a member of the public can submit a public records request to the Washington state department of transportation. It also adds an alternative option for submitting a request.

Citation of Rules Affected by this Order: Amending WAC 468-06-060.

Statutory Authority for Adoption: Chapter 42.56 RCW.

Adopted under notice filed as WSR 24-22-137 on November 6, 2024.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 1, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 1, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 0, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 0, Repealed 0.

Date Adopted: January 14, 2025.

Sam Wilson, Director
Business Support Services

OTS-5444.1

AMENDATORY SECTION (Amending WSR 19-24-068, filed 11/27/19, effective 12/28/19)

WAC 468-06-060 Requesting public records. (1) Submitting a request. Requests for public records to the department or the commission can be made by:

(a) Using the public disclosure request center ~~((r))~~ by ~~((clicking on the link on the website at <http://www.wsdot.wa.gov/Contact/PublicDisclosure>, or))~~ going to <https://wsdot.mycusthelp.com/WEBAPP/rs/supporthome.aspx>; or

(b) Submitting a written request to the department that includes:

(i) The name, address, telephone number, and email address of the person requesting the records;

(ii) The date and time of the request;

(iii) A description of the public records sought adequate for the department to identify and locate all responsive records;

(iv) Language stating that the request for records is intended as a public records request or a similar statement placing the department on fair notice that records are being sought under the ~~((PRA))~~ Public Records Act chapter 42.56 RCW; and

(v) A statement indicating whether copies (~~(of)~~) of the records are sought or if the requestor wants to arrange to inspect records.

Requests not submitted through the public disclosure request center identified in (a) of this subsection can be submitted via U.S. mail, hand delivery, email, or facsimile at:

Public Records Office
Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47410
Olympia, WA 98504-7410
Email: HQPDRCoordinators@wsdot.wa.gov
Facsimile: 360-705-((~~6808~~)) 6805

(2) A request not submitted in a manner identified in subsection (1) of this section will not be considered a public records request under chapter 42.56 RCW, but will be responded to as an informal routine inquiry or a general request for information.

(3) Requested production. Nonexempt records are available through inspection, paper copies, or electronic copies. The requestor should indicate the production preference and make arrangements to pay the fees, if any.