

- (a) At least two years of full-time and regular service in a midmanagement position; and
- (b) Possession of the midmanagement certificate of the training commission; and
- (c) Successful completion of the small agency administration or introduction to executive management course of the training commission; and
- (d) Successful completion of the Law Enforcement Command College or executive management course of the training commission; and
- (e) Successful completion of at least 72 additional training hours intended or approved for the executive position.

(6) Any application for certification provided herein shall be submitted in writing on approved form to the executive director of the training commission or his/her designee.

(7) Education and training programs successfully completed by the applicant and not sponsored or otherwise approved by the training commission may be considered in any determination of satisfaction of training requirements prescribed herein. Such determinations and any other determinations relating to equivalent or alternative training shall be made by the executive director of the training commission or his/her designee.

(8) Any requests for exception to or variance within any provision or requirements set forth herein may be submitted in writing by the individual seeking certification to the executive director or his/her designee, who shall have dispositive authority in the matter.

[Statutory Authority: RCW 43.101.080(2), 88-20-023 (Order 21), § 139-25-110, filed 9/28/88.]

**Title 143 WAC**  
**INFORMATION SERVICES,**  
**DEPARTMENT OF**  
 (Formerly: Data Processing Authority)

**Chapters**

- 143-06 Practice and procedure of agency--Public records.**
- 143-10 State Environmental Policy Act guidelines.**

**Chapter 143-06 WAC**  
**PRACTICE AND PROCEDURE OF AGENCY--**  
**PUBLIC RECORDS**

<b>WAC</b>	
143-06-010	Purpose.
143-06-020	Definitions.
143-06-030	Description of organization.
143-06-050	Public records available.
143-06-060	Public records officer.
143-06-070	Office hours.
143-06-080	Requests for public records.
143-06-090	Copying.
143-06-100	Exemptions.
143-06-110	Review of denials of public records request.
143-06-120	Protection of public records.
143-06-130	Records index.
143-06-140	Communications with the board and department.

143-06-150 Adoption of form.

**WAC 143-06-010 Purpose.** The purpose of this chapter shall be to adopt rules descriptive of the Washington state department of information services and the information services board and to ensure compliance with the provisions of chapter 42.17 RCW (Initiative 276), and in particular with RCW 42.17.250 through 42.17.320, dealing with public records.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-010, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-010, filed 3/6/81; Order 0002, § 143-06-010, filed 9/12/73.]

**WAC 143-06-020 Definitions.** (1) Public record includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

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

(3) The Washington state department of information services is the agency created by chapter 504, Laws of 1987, hereinafter referred to as the department.

(4) The Washington state information services board is appointed by the governor pursuant to chapter 504, Laws of 1987. The Washington state information services board shall hereinafter be referred to as the board.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-020, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-020, filed 3/6/81; Order 0002, § 143-06-020, filed 9/12/73.]

**WAC 143-06-030 Description of organization.** (1) The board shall conduct its business through the administrative office of the department. The administrative office is located in the Jefferson Building, Olympia, Wash., 98504.

(2) The board is composed of seven persons appointed by the governor, and one person selected by the chief justice of the supreme court, and one member selected by the president of the senate and the speaker of the house of representatives to carry out the duties contained in chapter 43.105 RCW as amended. The administrative head of the board is the director of the department of information services, hereinafter referred to as the director. All communications, requests and business shall be forwarded to the director at the aforespecified administrative office of the board.

(3) The department is composed of a services component and a planning component.

(4) The board and department are chartered by the legislature to provide for coordinated planning and management of state information services.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-030, filed 10/11/88. Statutory Authority: Chapter 43.105

RCW. 81-07-004 (Order 004), § 143-06-030, filed 3/6/81; Order 0002, § 143-06-030, filed 9/12/73.]

**WAC 143-06-050 Public records available.** All public records of the board and of the department, as defined in WAC 143-06-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 143-06-100.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-050, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-050, filed 3/6/81; Order 0002, § 143-06-050, filed 9/12/73.]

**WAC 143-06-060 Public records officer.** The board and the department's public records shall be in the charge of the public records officer designated by the director. The person so designated shall be located in the administrative office of the board and the department. The public records officer shall be responsible for the following: The implementation of the board and the department's rules and regulations regarding release of public records, and generally insuring compliance with the public records disclosure requirements of chapter 42.17 RCW.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-060, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-060, filed 3/6/81; Order 0002, § 143-06-060, filed 9/12/73.]

**WAC 143-06-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the administrative office. For the purposes of this chapter, the customary office hours shall be from 8:30 a.m. to noon and from 1 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-070, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-070, filed 3/6/81; Order 0002, § 143-06-070, filed 9/12/73.]

**WAC 143-06-080 Requests for public records.** Public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the department which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the department's administrative office, if the public records officer is not available, at the administrative office of the department during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record
- (b) The time of day and calendar date on which the request was made
- (c) The nature of the request
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index
- (e) An appropriate description of the record is requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-080, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-080, filed 3/6/81; Order 0002, § 143-06-080, filed 9/12/73.]

**WAC 143-06-090 Copying.** No fee shall be charged for the inspection of public records. The department shall charge a fee of twenty-five cents per page of copy for providing copies of public records and for use of the department's copy equipment. This charge is the amount necessary to reimburse the department for its actual costs incident to such copying.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-090, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-090, filed 3/6/81; Order 0002, § 143-06-090, filed 9/12/73.]

**WAC 143-06-100 Exemptions.** (1) The department reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 143-06-080 is exempt under the provisions of RCW 42.17.310.

(2) In addition, pursuant to RCW 42.17.260, the department reserves the right to delete identifying details when it makes available or publishes any public record, in any cases where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the records withheld.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-100, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-100, filed 3/6/81; Order 0002, § 143-06-100, filed 9/12/73.]

**WAC 143-06-110 Review of denials of public records request.** (1) Any person who objects to the denial of a request for a public record may petition for review of such decision by tendering a written request to the director 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) The director shall consider the matter and either affirm or reverse such denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

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

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-110, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-110, filed 3/6/81; Order 0002, § 143-06-110, filed 9/12/73.]

**WAC 143-06-120 Protection of public records. (1)** No person shall knowingly alter, deface or destroy public records of the board and department.

(2) Original copies of public records of the board and department shall not be removed from the administrative offices of the board and department.

(3) Care and safekeeping of public records of the board and department, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.

(4) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.

(5) Boisterous or otherwise disruptive conduct by those requesting public records of the board and department shall not be permitted.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-120, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-120, filed 3/6/81; Order 0002, § 143-06-120, filed 9/12/73.]

**WAC 143-06-130 Records index.** The department has available to all persons a current index which provides identifying information as to the records of the board and department.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-130, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-130, filed 3/6/81; Order 0002, § 143-06-130, filed 9/12/73.]

**WAC 143-06-140 Communications with the board and department.** All communications with the board and department including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 42.17 RCW and these rules; requests for copies of the board and department's decisions and other matters, shall be addressed as follows: Washington State Department of Information Services, c/o Public Records Officer, Jefferson Building, Olympia, Wash. 98504.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-140, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-140, filed 3/6/81; Order 0002, § 143-06-140, filed 9/12/73.]

**WAC 143-06-150 Adoption of form.** The department hereby adopts state form 276 for use by all persons requesting inspection and/or copying or copies of records of the department or the board.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-06-150, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. 81-07-004 (Order 004), § 143-06-150, filed 3/6/81; Order 0002, § 143-06-150, filed 9/12/73.]

## Chapter 143-10 WAC STATE ENVIRONMENTAL POLICY ACT GUIDELINES

WAC

143-10-010 Board and department activities exempt.

**WAC 143-10-010 Board and department activities exempt.** The Washington state department of information services and the information services board have reviewed their authorized activities and found them to be exempt from the provisions of Title 197 WAC. This statement is provided as compliance with the requirements that the board and department adopt guidelines consistent with Title 197 WAC.

[Statutory Authority: Chapter 42.17 RCW. 88-21-029 (Order 88-1), § 143-10-010, filed 10/11/88; Order 76-01, § 143-10-010, filed 10/19/76.]

## Title 154 WAC DEFERRED COMPENSATION, COMMITTEE FOR

### Chapters

154-04	Definitions.
154-12	Participation in the plan.
154-24	Unforeseeable emergency.
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154-120	Definitions.
154-130	Participation.
154-140	Benefits.
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154-160	Source of reimbursement.
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154-180	Administration.
154-190	Termination or amendment of plan.
154-200	Miscellaneous.

### Chapter 154-04 WAC DEFINITIONS

WAC

154-04-040 Normal retirement age.

**WAC 154-04-040 Normal retirement age.** "Normal retirement age" means the range of ages:

(1) Ending not later than age seventy and one-half; and

(2) Beginning not earlier than the earliest age at which the participant has the right to retire under a state authorized pension for which the participant is eligible without consent of the state and under which the participant will receive immediate retirement benefits without actuarial adjustment due to retirement prior to some later specified age in a state authorized pension plan.