

## Chapter 474-01 WAC

# REGULATIONS ASSURING COMPLIANCE BY THE STATE TREASURER'S OFFICE WITH THE PROVISIONS OF CHAPTER 1, LAWS OF 1973, SUBCHAPTER IV—PUBLIC RECORDS

### WAC

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**WAC 474-01-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the state treasurer's office with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25 - 32 of that act, dealing with public records.

[Order 2, § 474-01-010, filed 7/30/74.]

**WAC 474-01-020 Definitions.** (1) **Public records.** "Public record" includes any writing containing information relating to the conduct of governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

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

(3) **State treasurer's office.** The state treasurer's office is established by section 1, Article III of the Washington state constitution. The state treasurer's office shall hereinafter be referred to as the "office." Where appropriate, the term state treasurer's office also refers to the staff and employees of the office.

[Order 2, § 474-01-020, filed 7/30/74.]

**WAC 474-01-030 Description of central and field organization of the Washington state treasurer's office.**

(1) **State treasurer's office.** The state treasurer's office is a state office headed by an elected official and is empowered to perform all duties prescribed by law. The administrative offices of the state treasurer's office and its staff are located in

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the state treasurer's office in the Legislative Building, Olympia, Washington.

[Order 2, § 474-01-030, filed 7/30/74.]

**WAC 474-01-040 Operations and procedures.** The state treasurer is by statute designated as the fiscal agent of the state of Washington and is charged with the responsibility of performing all statutorily assigned duties commensurate with that designation.

[Order 2, § 474-01-040, filed 7/30/74.]

**WAC 474-01-050 Public records available.** All public records of the state treasurer's office as defined in WAC 474-01-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, Laws of 1973, and WAC 474-01-020.

[Order 2, § 474-01-050, filed 7/30/74.]

**WAC 474-01-060 Public records officer.** The public records of the state treasurer's office shall be in the charge of the public records officer designated by the agency. The person so designated shall be located in the administrative office of the agency. The public records officer shall be responsible for the following: The implementation of the office's rules and regulations regarding release of public records, coordinating the staff of the office in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Order 2, § 474-01-060, filed 7/30/74.]

**WAC 474-01-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the state treasurer's office. For the purpose of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Order 2, § 474-01-070, filed 7/30/74.]

**WAC 474-01-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, 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:

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(1) A request shall be made in writing upon a form prescribed by the state treasurer's office which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the office's staff, if the public records officer is not available, at the administrative office 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 with an index maintained by the records officer, a reference to the requested record as it is described in such index;
- (e) If the requested matter is not identifiable by reference to an index, an appropriate description of the record 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.

[Order 2, § 474-01-080, filed 7/30/74.]

**WAC 474-01-090 Copying.** No fee shall be charged for the inspection of public records. The office shall charge a fee of 2¢ per page for providing public records and 5¢ for use of the office's copy equipment, a total of 7¢ per copy. This charge is the amount necessary to reimburse the office for its actual costs incident to such service.

[Order 2, § 474-01-090, filed 7/30/74.]

**WAC 474-01-100 Exemptions.** (1) The office reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 474-01-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the office reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. 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 record withheld.

[Order 2, § 474-01-100, filed 7/30/74.]

**WAC 474-01-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering 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) Immediately after receiving a written request for review of a decision denying a public record, the public

records officer or other staff member denying the request shall refer it to the state treasurer, or his designee, who 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 system has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 2, § 474-01-110, filed 7/30/74.]

**WAC 474-01-120 Mailing address.** All communications with the office including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules, requests for copies of the office's decisions and other matters, shall be addressed as follows: Office of State Treasurer, Legislative Building, Olympia, Washington 98504.

[Order 2, § 474-01-120, filed 7/30/74.]

**WAC 474-01-130 Adoption of form.** The treasurer hereby designates for use by persons requesting inspection and/or copying or copies of the records, the form entitled "Request for public record."

[Order 2, § 474-01-130, filed 7/30/74.]

**WAC 474-01-990 Form—Request for public records.**

OFFICE OF STATE TREASURER  
REQUEST FOR PUBLIC RECORDS

Date .....  
Time .....

**REQUESTED BY:**

Name ..... Title .....  
Address .....  
Telephone No. .... Representing .....

**NATURE OF REQUEST:**

.....  
.....  
.....

**DETAILED DESCRIPTION OF DOCUMENT:**

.....  
.....  
.....

.....  
(Signature)

	— FOR OFFICE USE ONLY —		
(1)	Request Granted <input type="checkbox"/>	Record Withheld <input type="checkbox"/>	Record Withheld in Part <input type="checkbox"/>
(2)	If withheld, name the exemption contained in section 31, chapter 1, Laws of 1973, which authorizes the withholding of the record or part of the record: Sub-section (1)(___).		

- (3) If withheld, briefly explain how the exemption applies to the record withheld.
- (4) If request granted, time . . . . ., date . . . . .

Reviewed: . . . . . Public Records Officer  
(Initial)  
. . . . . Deputy or Assistant  
(Initial) State Treasurer

[Order 2, Form (codified as WAC 474-01-990), filed 7/30/74.]