

WAC 198-14-070 Processing of public records requests—Electronic records. (1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by ELUHO and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by RCW 43.105.280 and WAC 198-14-090(2).

(3) **Customized access to databases.** With the consent of the requestor, the agency may provide customized access to an agency database under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested. ELUHO may charge a fee consistent with RCW 43.105.280 for such customized access, which may include reasonable charges for staff time necessary to conduct customized searches of the agency databases.

[Statutory Authority: RCW 42.56.040, 43.21B.005, 43.21B.090, and 36.70A.270(7). WSR 12-03-042, § 198-14-070, filed 1/10/12, effective 2/10/12.]