

**WAC 198-14-020 Definitions.** (1) "Environmental and land use hearing office (ELUHO)" means the single state agency comprised of the pollution control hearings board, the shorelines hearings board, and the growth management hearings board. Where appropriate, the term ELUHO also refers to the employees of the agency.

(2) "Public records" 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 any state or local agency regardless of physical form or characteristics.

(3) "Public records officer" means the administrative manager of ELUHO. The public records officer serves as the point of contact for members of the public and oversees compliance with the act but, may designate another ELUHO employee to serve as the point of contact for members of the public and to process requests for public records.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

[Statutory Authority: RCW 42.56.040, 43.21B.005, 43.21B.090, and 36.70A.270(7). WSR 12-03-042, § 198-14-020, filed 1/10/12, effective 2/10/12.]