

**WAC 198-14-050 Requests for public records.** (1) Any person wishing to inspect or copy public records of ELUHO or the boards of ELUHO should make the request in writing on ELUHO's request form, or by letter, fax, or email addressed to the public records officer and include the following information:

- (a) Name of requestor;
- (b) Address of requestor;
- (c) Other contact information, including telephone number and an email address, if available;
- (d) Identification of the public records adequate for the public records officer or designee to locate the records; and
- (e) The date and time of the request.

(2) If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or pay a deposit as provided for in WAC 198-14-090.

(3) Forms are available for use by requestors at the office of ELUHO and online at [www.eluho.wa.gov](http://www.eluho.wa.gov).

(4) The public records officer or designee may accept requests for public records by telephone or in person, if the request contains the above information. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

[Statutory Authority: RCW 42.56.040, 43.21B.005, 43.21B.090, and 36.70A.270(7). WSR 12-03-042, § 198-14-050, filed 1/10/12, effective 2/10/12.]