

WAC 463-06-120 Disclosure procedure. (1) In accordance with RCW 42.17.320, within five business days of receiving a public records request, the council shall respond by:

(a) Providing the records;

(b) Acknowledging the council has received the request and providing a reasonable estimate of the time the council will require to respond; or

(c) Denying the record request, as set out in subsection (4) of this section.

(2) The council shall review the requested public records prior to disclosure.

(3) If the records do not contain materials exempt from public disclosure, the council shall disclose the records.

(4) If the records contain materials exempt from public disclosure, the council shall deny disclosure of the exempt materials and disclose any remaining, nonexempt materials. At the time of denial, the council shall clearly specify in writing the reasons for denial, including a statement of the specific exemptions or reason for denial of disclosure.

[Statutory Authority: RCW 80.50.040 (1) and (12). WSR 04-21-013, § 463-06-120, filed 10/11/04, effective 11/11/04; Order 103, § 463-06-120, filed 11/4/76. Formerly WAC 463-20-090 (part).]