

WAC 479-02-070 Requests for public records. Public records requests should be sent to the public records officer at the office location using the following procedures:

(1) To ensure accuracy, any requests for public records should be made in writing and may be mailed, emailed, faxed, or delivered to the office during business hours.

(2) For prompt response, the following information should be provided in the request:

(a) The name of the person requesting the record;

(b) The date on which the request is made;

(c) A specific description of the material requested;

(d) A verification that the records requested will not be used to compile a sales list or used for commercial gain;

(e) Instructions as to whether the requestor wants to view the document at the TIB offices, receive a copy by mail, or receive an electronic copy if available.

(3) TIB's public records request form is available on the web site.

[Statutory Authority: Chapter 47.26 RCW. WSR 07-18-050, § 479-02-070, filed 8/30/07, effective 9/30/07; WSR 95-04-072, § 479-02-070, filed 1/30/95, effective 3/2/95; WSR 91-13-056, § 479-02-070, filed 6/17/91, effective 7/18/91.]