

**Chapter 358-10 WAC**  
**DEFINITIONS**

Last Update: 12/16/81

**WAC**

358-10-005	Scope and construction of terms.
358-10-010	Executive secretary.
358-10-020	Public record.
358-10-030	Writing.

**WAC 358-10-005 Scope and construction of terms.** (1) Words used in these rules which are not defined herein or in WAC 356-06-010 are to be given their usual and ordinary meaning unless a contrary intent is apparent. Dictionary definitions may be utilized.

(2) Words and phrases used herein in the past, present or future tense shall include the past, present and future tenses. Words and phrases used herein in the masculine, feminine or neuter gender shall include the masculine, feminine and neuter genders. Words and phrases used herein in the singular or plural shall include the singular and plural.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-10-005, filed 12/16/81.]

**WAC 358-10-010 Executive secretary.** The executive secretary of the personnel appeals board.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-10-010, filed 12/16/81.]

**WAC 358-10-020 Public record.** 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.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-10-020, filed 12/16/81.]

**WAC 358-10-030 Writing.** Handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-10-030, filed 12/16/81.]