

**WAC 392-105-040 Request, hours for inspection, and organization of public records. (1) Making a request for public records.**

(a) Any person wishing to inspect or copy public records of the agency must make the request in writing on the agency's request form or through an online portal, or by letter, or email addressed to the public records officer at the email address publicly designated by superintendent of public instruction, or by submitting the request in person at the address listed in WAC 392-105-020, and must include the following information:

- (i) Name of requestor;
- (ii) Address of requestor;
- (iii) Other contact information, including telephone number and any email address;
- (iv) Identification of the public records adequate for the public records officer or designee to locate the records; and
- (v) The date and time of day of the request.

(b) 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 a deposit, in accordance with the allowable costs under WAC 392-105-060.

(c) A records request form is available for use by requestors at the office of the public records officer and online at [www.k12.wa.us/publicrecordsrequest](http://www.k12.wa.us/publicrecordsrequest).

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. 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.

(2) **Hours for inspection of public records.** Public records are available for inspection and copying during normal business hours of the agency, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the administrative offices of the agency. Many public records are also available for inspection and copying on the agency's website, [www.k12.wa.us](http://www.k12.wa.us), at any time, at no cost.

(3) **Organization of public records.** The agency will maintain its records in a reasonably organized manner. The agency will take reasonable actions to protect records from damage and disorganization. When inspecting records in person, a requestor must comply with protection requirements of WAC 392-105-060 and must make reasonable efforts to maintain the organization of the public records.

[Statutory Authority: RCW 28A.300.040 and 2017 c 304. WSR 18-13-060, § 392-105-040, filed 6/14/18, effective 7/15/18. Statutory Authority: RCW 42.17.250 - [42.17].320. WSR 93-07-039 (Order 93-05), § 392-105-040, filed 3/11/93, effective 4/11/93; WSR 92-10-016 (Order 92-04), § 392-105-040, filed 4/28/92, effective 5/29/92.]