

**WAC 44-14-08001 Agency internal procedure for review of denials of requests.** The act requires an agency to "establish mechanisms for the most prompt possible review of decisions denying" records requests. RCW 42.56.520. An agency internal review of a denial need not be elaborate. It could be reviewed by the public records officer's supervisor, or other person designated by the agency. The act deems agency review to be complete two business days after the initial denial, after which the requestor may obtain judicial review. Large requests or requests involving many redactions may take longer than two business days for the agency to review. In such a case, the requestor could agree to a longer internal review period.

Requestors are encouraged to use such internal review procedures. The procedures give the requestor an opportunity to communicate his/her issues with respect to the request, give the agency a chance to do a "second look," and may result in release of additional records or other favorable outcomes at no cost to the requestor.

[Statutory Authority: RCW 42.56.570. WSR 18-06-051, § 44-14-08001, filed 3/2/18, effective 4/2/18. Statutory Authority: 2005 c 483 § 4, RCW 42.17.348. WSR 06-04-079, § 44-14-08001, filed 1/31/06, effective 3/3/06.]