

WAC 308-10-040 Requests for public records. In accordance with chapter 42.56 RCW, the public may inspect or copy nonexempt public records, or obtain copies of such records.

(1) Submit a request through one of the following methods:

(a) DOL's preferred method through the department's online portal located at <https://wadolpublicrecords.nextrequest.com/>; or

(b) Email addressed to the public records officer or designee sent to recordrequests@dol.wa.gov; or

(c) Send a written request, using the department's public records request form or a letter to P.O. Box 2957, Olympia, WA 98507-2957; or

(d) Verbally by phone or in person.

(2) DOL may request the following information before releasing certain records:

(a) The name and address of the person requesting the record.

(b) The calendar date on which the request is made.

(c) The nature of the request.

(d) A specific description of the requested record or type of record as described in the current department record index.

(e) The signature and other contact information including telephone number and any email address.

(f) If the request is for a record with legal protections, a statement of intended use may be required.

(3) Persons authorized by law to obtain lists of names of individuals from public records will be required to complete a statement agreeing not to release or use the information for commercial purposes.

(4) Requestor should indicate if they want copies of the records made instead of simply inspecting them, and arrange to pay for copies of the records under WAC 308-10-045.

(5) The department is committed to providing the fullest assistance possible.

[Statutory Authority: RCW 46.01.110 and chapter 42.56 RCW. WSR 23-09-006, § 308-10-040, filed 4/6/23, effective 5/7/23. Statutory Authority: RCW 42.56.040, [42.56.]070, and 46.01.110. WSR 10-10-040, § 308-10-040, filed 4/27/10, effective 5/28/10. Statutory Authority: RCW 42.17.260, 42.17.250, and 46.01.110. WSR 06-16-039, § 308-10-040, filed 7/26/06, effective 8/26/06. Statutory Authority: RCW 42.17.250. WSR 96-05-036, § 308-10-040, filed 2/15/96, effective 3/17/96; WSR 92-09-107, § 308-10-040, filed 4/20/92, effective 5/21/92; Order MV 348, § 308-10-040, filed 12/24/75.]