

**WAC 10-04-037 Location of case records.** (1) The office is the custodian of the official record only while a case is pending with the office. The referring agency is the custodian of the official record at all other times.

(2) Requestors seeking to inspect or receive copies of the official record for cases pending with the office should direct their requests to the office. Requestors seeking to inspect or receive copies of the official record for cases that are no longer pending with the office should direct their requests to the referring agency.

(3) Requestors seeking to inspect or receive copies of the case file should direct their requests to the office.

[Statutory Authority: RCW 34.12.030(6). WSR 18-01-144, § 10-04-037, filed 12/20/17, effective 1/20/18.]