

WAC 294-04-040 Protection of public records. It is the policy of the commission, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the commission, that original copies of records shall not be removed from a commission office by anyone other than a staff member or other officially authorized person unless special circumstances make the removal necessary or desirable, and protection of the record is reasonably assured. Before such removal is allowed a receipt itemizing the contents of the record and giving the address and telephone number of the place where it will be kept shall be signed by the person taking the record and approved in writing by the person in charge of the office or division responsible for the record.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. WSR 97-02-002, § 294-04-040, filed 12/19/96, effective 1/19/97.]