

**WAC 415-06-110 Adoption of form.** The director hereby adopts for use by all persons requesting inspection and/or copying or copies of the department records, the form attached hereto as Appendix A, entitled "Request for public record."

APPENDIX A  
REQUEST FOR PUBLIC RECORDS

Name of Requestor:  
Address: Phone:  
Date of Request: Time of Request:  
Nature of Request:  
1. Index Reference .....  
2. If not identifiable by reference to the index, then describe the document(s) in detail. ....  
.....  
.....  
.....  
Signature .....

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For Office Use Only:  
(1)  
Request Granted  Record Withheld  Record Withheld In part   
(2) If withheld, name the exemption contained in section 31, chapter 1, Laws of 1973, which authorizes the withholding of the record or part of record: Subsection (1) ( ).  
(3) If withheld, briefly explain how the exemption applies to the record withheld.  
(4) If request granted, time ....., day .....

[Order 4, § 415-06-110, filed 7/27/77.]