

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL
State of Washington

COMMISSION ON ASIAN-AMERICAN AFFAIRS

(name of governing body)

(agency name, if applicable)

Resolution No. _____

Administrative Order No. 82-1

(1) Be it resolved by the Washington State Commission on Asian-American Affairs
acting at the Asia Bush Hotel, 621 S. Jackson (Mtg. Rm. B), Seattle,
Washington (place)
that it does promulgate and adopt the annexed rules relating to: Organization and Operation
of the Commission, Commission Meetings, Petitions for Rule Making
Action, Communications with the Commission, and Public Records Dis-
closure.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 82-10-051 & 82-15-043 filed with the code reviser on 5/4/82 & 7/15/82. Such
rules shall take effect:
 pursuant to RCW 34.04.040(2).
 at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that
an emergency exists and that the foregoing order is necessary for the preservation of the public health,
safety, or general welfare and that observance of the requirements of notice and opportunity to present
views on the proposed action would be contrary to public interest. A statement of the facts constituting
such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026¹ that "every agency shall incorporate the most
specific, but in no case omit all, of the following language alternatives when adopting or amending rules" (fill in
statement (a), (b), or (c) as appropriate):

(a) ~~This rule is~~ promulgated pursuant to RCW 34.04.020, 34.04.060, 42.17.250, 42.17.260
~~and is intended to administratively implement that statute,~~ as ~~those~~ required therein, and 42.30.070,
~~are~~ (b) This rule is promulgated pursuant to RCW _____
which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the

Chapter 34-02

GENERAL PROVISIONS

WAC

- 34-02-010 Organization and Operation of the Commission on Asian-American Affairs
- 34-02-020 Commission Meetings
- 34-02-030 Petitions for Rule Making Action
- 34-02-040 Communications with the Commission

NEW SECTION

WAC 34-02-010 ORGANIZATION AND OPERATION OF THE COMMISSION ON ASIAN-AMERICAN AFFAIRS. (1) The Commission on Asian-American Affairs, hereinafter referred to as the commission, is a commission in the office of the governor established by RCW 43.117.030. The commission exists to improve the well-being of Asian-Pacific Americans by helping to insure their participation in the fields of government, business and education, and to aid Asian-Pacific Americans in obtaining governmental services in order to promote the health, safety and welfare of all residents of this state. The duties and responsibilities of the commission are more particularly described in chapter 43.117 RCW. The twelve (12) members of the commission are appointed by the governor.

(2) All basic policy decisions are made by the commission at its regular and special meetings. To assist in policy formulation, and to otherwise assist in carrying out its various duties and responsibilities, the commission has an executive director, appointed by the governor based on commission recommendations, a staff hired by the executive director, and three standing committees comprised of commission members. The committees are:

(a) the executive committee, which is responsible for conducting certain commission business and for undertaking specific tasks delegated by the commission;

(b) the nominations committee, which is responsible for developing and implementing procedures by which to recommend commission and executive director appointees, and for such other tasks as may be delegated by the commission; and

(c) the public relations committee, which is responsible for reviewing major news releases and other information designed to increase the public's knowledge of the commission or Asian-Pacific Americans.

Other committees may be formed at any time by the commission for the purpose of addressing various issues affecting Asian-Pacific Americans.

(3) The commission maintains a central administrative office at 1515 South Cherry, Olympia, Washington, 98504, and a field office at 671 South Jackson, Suite 206, Seattle, Washington, 98104.

NEW SECTION

WAC 34-02-020 COMMISSION MEETINGS. (1) Regular meetings of the commission are held on the third Saturday of January, March, June, September and November. Notice of the time and place of the regular meetings will be published annually in the January edition of the Washington state register. A copy of the schedule of regular meetings may also be obtained upon request from the commission.

(2) Special meetings of the commission may be called at any time by the chairperson of the commission or by a majority of the commission members. Notice of such meetings will be as provided by law.

(3) In addition to the meeting notices specified above, the commission staff will publicize information about all commission meetings in the communities in which the meetings are to be held.

NEW SECTION

WAC 34-02-030 PETITIONS FOR RULE MAKING ACTION. (1) Any interested person may petition the commission requesting the promulgation, amendment or repeal of any rule. The petition may be in any form, so long as the following information is contained therein:

(a) Name and address of the person, organization or corporation requesting the promulgation, amendment or repeal of the rule. If the request is being made by an organization or corporation, the name of a designated individual for contact must be provided.

(b) Text or substance of the proposed rule or amendment, or specific reference to the appropriate rule in cases where repeal is requested.

(c) Full explanation for the requested promulgation, amendment or repeal of rules.

(2) Within thirty (30) days after submission of a petition, or at the next meeting of the commission if the commission does not meet within thirty (30) days, the commission will formally consider the petition and shall, within thirty (30) days thereafter, either deny the petition in writing (stating reasons for the denial) or initiate rule-making proceedings in accordance with chapter 34.04 RCW (Administrative Procedure Act).

NEW SECTION

WAC 34-02-040 COMMUNICATIONS WITH THE COMMISSION. Any and all written communications with the commission, including but not limited to requests for information or

Chapter 34-04

PUBLIC RECORDS

WAC

34-04-010	Purpose
34-04-020	Definitions
34-04-030	Public Records Available
34-04-040	Public Records Officer
34-04-050	Records Index
34-04-060	Office Hours
34-04-070	Requests for Public Records
34-04-080	Copying
34-04-090	Exemptions
34-04-100	Review of Denials of Public Records Requests
34-04-120	Adoption of Form

NEW SECTION

WAC 34-04-010 PURPOSE. The purpose of this chapter shall be to insure compliance by the Commission on Asian-American Affairs with the provisions of chapter 1, Laws of 1973, Initiative Measure No. 276, and in particular sections 25 through 32 of that act, now codified as RCW 42.17.250 through RCW 42.17.320, concerning disclosure of public records.

NEW SECTION

WAC 34-04-020 DEFINITIONS. The following definitions shall apply to this chapter: (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the commission regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) "Commission" means the Commission on Asian-American Affairs, created pursuant to chapter 43.117 RCW, and shall also refer to the commission's executive director and staff, where appropriate.

provided by RCW 42.17.260, 42.17.310, as now and/or hereafter amended, and by WAC 34-04-090.

NEW SECTION

WAC 34-04-040 PUBLIC RECORDS OFFICER. The commission's executive director shall be the public records officer for the commission. The public records officer shall be responsible for implementation of the commission's rules and regulations regarding inspection and copying of public records, and for insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

NEW SECTION

WAC 34-04-050 RECORDS INDEX. The commission will make available to any person upon request a current index which provides identifying information as to the following records:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statutes and regulations which have been adopted by the commission;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the commission relating to any regulatory, supervisory or enforcement responsibilities of the commission, whereby the commission determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) The current index promulgated by the commission shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection and copying.

(3) Identifying information contained in the index will indicate in which of the commission's offices the public record is kept.

NEW SECTION

WAC 34-04-060 OFFICE HOURS. Public records shall be available for inspection and copying during normal office hours. For purposes of this chapter, normal office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

NEW SECTION

WAC 34-04-070 REQUESTS FOR PUBLIC RECORDS. In accordance with the requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, and to protect public records from damage or disorganization, and to prevent excessive interference with essential functions of the commission, public records may be inspected or copied, or copies of such records may be obtained by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the commission which shall be available at either of its offices. The form shall be presented to the public records officer, or to any member of the commission's staff, if the public records officer is not available, at either commission office during normal office hours. The request shall include the following information:

(a) the name, address, and organization represented, if any, of the person requesting the record;

(b) the time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) If the matter requested is referred to within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(e) If the requested matter is not identifiable by reference to the commission's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to assist the member of the public in appropriately identifying the public record requested.

NEW SECTION

WAC 34-04-080 COPYING. No fee shall be charged for the inspection of public records. The commission shall charge a fee of \$.25 per page for providing copies of

NEW SECTION

WAC 34-04-090 EXEMPTIONS. (1) The commission reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 34-04-070 is exempt from disclosure under the provisions of RCW 42.17.260 and 42.17.310.

(2) Pursuant to RCW 42.17.260, the commission reserves the right to delete identifying details when it makes available or publishes any public record, in any case where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records shall be accompanied by a written statement specifying the reason for the denial.

NEW SECTION

WAC 34-04-100 REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS. (1) Any person who objects to the denial of a request for public records may petition for prompt review of such decision by submitting a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Following receipt of a written request for review of a decision denying a request for public records, the public records officer or other authorized staff member denying the request shall refer it to the chairperson of the commission. The chairperson, or designee, shall immediately consider the matter and either affirm or reverse such denial. The request shall be returned with the final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the request has been returned with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

NEW SECTION

WAC 34-04-110 PROTECTION OF PUBLIC RECORDS. In order to properly protect the public records in the custody of the commission, the following guidelines shall be adhered to by any person inspecting such public records:

employee;

(3) No public records may be marked or defaced in any manner during inspection;

(4) Public records which are maintained in a file jacket, or in a chronological order, may not be dismantled except for purposes of copying and then only by a designated employee of the commission;

(5) Access to file cabinets, shelves, vaults, etc., is restricted to commission personnel.

NEW SECTION

WAC 34-04-120 ADOPTION OF FORM. The commission hereby adopts for use by all persons requesting inspection or copying of its records, the form set out below, entitled "Request for Public Records."

We have received your request for copies of our public records. Please complete the attached form and return it with the proper payment to the address below. We will forward to you those requested copies which are not exempt from disclosure when we receive this form. Thank you.

Return to:

Commission on Asian-American Affairs
c/o Executive Director
1515 South Cherry
Olympia, WA 98504

or

671 South Jackson, Suite 206
Seattle, WA 98104

REQUEST FOR PUBLIC RECORDS

Date - - - - - Time - - - - -

Name - - - - -

Address - - - - -
- - - - -

Description of Records
- - - - -
- - - - -
- - - - -

I certify that the information obtained through this request for public records will not be used for

Number of Copies - - - -

Number of pages - - - -

Per page charge \$.25

Total charge \$ - - -