

**Title 1 WAC
GENERAL PROVISIONS**

Chapters

- 1-06** Public records rules and regulations for the statute law committee/office of the code reviser.
- 1-12** Regulations for the drafting and filing of notices and rules.
- 1-13** Regulations for the drafting and filing of notices and rules by institutions of higher education.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 1-06-150 Adoption of form. [Order 8, § 1-06-150, filed 9/25/74, effective 10/25/74.] Repealed by 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.
- 1-06-900 Appendix A—Request for public records. [Order 8, Appendix A (codified as WAC 1-06-900), filed 9/25/74, effective 10/25/74.] Repealed by 78-06-011 (Order 18), filed 5/10/78. Statutory Authority: RCW 42.17.250 and 42.17.300.

**Chapter 1-06 WAC
PUBLIC RECORDS RULES AND REGULATIONS
FOR THE STATUTE LAW COMMITTEE/OFFICE
OF THE CODE REVISER**

- WAC**
- 1-06-090 Copying.
 - 1-06-150 Repealed.
 - 1-06-160 Request for public record—Form.
 - 1-06-900 Repealed.

WAC 1-06-090 Copying. No fee shall be charged for the inspection of public records. The agency shall charge a fee of twenty-five cents per page of copy for providing copies of public records and for use of the agency's copy equipment. This charge is the amount necessary to reimburse the agency for its actual costs incident to such copying. [Statutory Authority: RCW 42.17.250 and 42.17.300. 78-08-010 (Order 19), § 1-06-090, filed 7/11/78; Order 8, § 1-06-090, filed 9/25/74, effective 10/25/74.]

WAC 1-06-150 Repealed. See Disposition Table at beginning of this chapter.

WAC 1-06-160 Request for public record--Form.



REQUEST FOR PUBLIC RECORD

REQUESTER: Please complete form and submit to "Public Records Officer" of the state agency identified.

| | | | |
|---|-----------------|---|-----------------|
| NAME OF STATE AGENCY | | DATE OF REQUEST | TIME OF REQUEST |
| TO STATUTE LAW COMMITTEE/OFFICE OF THE CODE REVISER | | | |
| PUBLIC RECORDS OR INFORMATION REQUESTED | | REQUESTED BY | |
| | | | |
| COMPLETED BY AGENCY PUBLIC RECORDS OFFICER | | ACKNOWLEDGEMENT OF RECEIPT | |
| NO. OF COPIES | AMOUNT RECEIVED | DATE OF RECEIPT | TIME OF RECEIPT |
| | \$ | | |
| PUBLIC RECORDS OFFICER | | RECIPIENT'S SIGNATURE | |
| REASON IF AGENCY IS UNABLE TO COMPLY | | REQUESTER READ AND SIGN | |
| | | I understand that I must abide by the Rules and Regulations published by the agency identified, for the protection of public records, a copy of which I have read and understand. | |
| | | I understand that I will be charged twenty-five cents per copy for all standard letter size copies I desire and that other size publications are available at cost. | |
| | | REQUESTER'S SIGNATURE | |

FORM S.F. 276 (6/75)

Public records of the agency are provided for inspection and copying subject to the following regulations:

- (1) No person shall knowingly alter, deface, or destroy public records of the agency.

- (2) Original copies of public records of the agency shall not be removed from the offices of the agency.
- (3) Care and safekeeping of public records of the agency, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.
- (4) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.
- (5) Boisterous or otherwise disruptive conduct by those requesting public records of the agency shall not be permitted.

I have read, understand, and will comply with the above-stated regulations.

(Signature and date)

[Statutory Authority: RCW 42.17.250 and 42.17.300. 78-06-011 (Order 18), § 1-06-160, filed 5/10/78.]

WAC 1-06-900 Repealed. See Disposition Table at beginning of this chapter.

Chapter 1-12 WAC
REGULATIONS FOR THE DRAFTING AND FILING OF NOTICES AND RULES

| | |
|----------|--|
| WAC | |
| 1-12-930 | Form of order and transmittal by agency having single head (CR-7). |
| 1-12-940 | Form of order and transmittal by board, commission, or council (CR-8). |

WAC 1-12-930 Form of order and transmittal by agency having single head (CR-7).

State of Washington

(agency name)

Administrative Order No. _____

(1) I, _____, director of _____, do promulgate and adopt at _____ (place) the annexed rules relating to:

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

This action is taken pursuant to Notice No. _____ filed with the code reviser on _____. 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.

I, _____, 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._____ (1977 c 19 § 2)¹ 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 _____ and is intended to administratively implement that statute.

(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 _____ (agency) as authorized in RCW _____.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34-.08 RCW).

(5) This order after being first recorded in the order register of this agency is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED _____ 19...

By _____

Title

NOTE:

at a later date, such date being _____

¹RCW 34.04. (1977 c 19 § 2) provides:
" (1) In addition to the provisions of RCW 34.04.025(1)(a)(i), every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "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) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW _____."

(2) The code reviser is directed to develop a format for placing such specific language in each rule, and agencies shall then comply with the code reviser's direction, and shall include the same in the final rule.

(3) During the promulgation hearings process the public may question whether such rule should have a more specific reference, and the agency shall, pursuant to RCW 34.04.025(1)(b), give consideration to such requests."

[Statutory Authority: RCW 34.04.040(2), 34.04.055, 34.08.040 & chapter 34.04 RCW. 78-02-074 (Order 17), § 1-12-930, filed 1/26/78; Order 15, § 1-12-930, filed 10/31/77, effective 12/1/77; Emergency Order 13, § 1-12-930, filed 6/16/77; Order 14, § 1-12-930, filed 7/28/77; Order 12, § 1-12-930, filed 5/9/77, effective 6/9/77.]

WAC 1-12-940 Form of order and transmittal by board, commission, or council (CR-8).

State of Washington

(name of governing body)

(agency name, if applicable)

Resolution No. _____ Administrative Order No. _____

(1) Be it resolved by the _____, acting at _____ (place), that it does promulgate and adopt the annexed rules relating to:

(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. (1977 c 19 § 2)¹ 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 _____ and is intended to administratively implement that statute.

(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 _____ (agency) as authorized in RCW _____.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED _____, 19...

By _____

Title

[Form CR-8: Effective 12/1/77]

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

This action is taken pursuant to Notice No. _____ filed with the code reviser on _____. Such rules shall take effect:

pursuant to RCW 34.04.040(2).

NOTE:

¹See WAC 1-12-930, Note 1 for an explanation.

[Statutory Authority: RCW 34.04.040(2), 34.04.055,

34.08.040, and chapter 34.04 RCW. 78-02-074 (Order 17), § 1-12-940, filed 1/26/78; Order 15, § 1-12-940, filed 10/31/77, effective 12/1/77; Emergency Order 13, § 1-12-940, filed 6/16/77; Order 14, § 1-12-940, filed 7/28/77; Order 12, § 1-12-940, filed 5/9/77, effective 6/9/77.]

**Chapter 1-13 WAC
REGULATIONS FOR THE DRAFTING AND FILING
OF NOTICES AND RULES BY INSTITUTIONS OF
HIGHER EDUCATION**

WAC
1-13-930 Form of order and transmittal by institution having single head (CR-9).
1-13-940 Form of order and transmittal by board, commission, or council (CR-10).

WAC 1-13-930 Form of order and transmittal by institution having single head (CR-9).

State of Washington

(name of institution)

Administrative Order No. -----

(1) I, -----, (position) of the (institution), do promulgate and adopt at (place) the annexed rules relating to:

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

This action is taken pursuant to Notice No. ----- filed with the code reviser on ----- Such rules shall take effect:

- pursuant to RCW 28B.19.050(2).
- at a later date, such date being -----

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

I, -----, 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 WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW ----- and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW ----- which directs that the (institution) 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 (institution) as authorized in RCW -----.

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

(5) This order after being first recorded in the order register of this institution is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED ----- 19--

By -----

Title

[Form CR-9: Effective 12/1/77]

[Statutory Authority: RCW 28B.19.080, 34.04.055, 34.08.040 & chapters 28B.19, 34.04 RCW. 78-02-074 (Order 17), § 1-13-930, filed 1/26/78; Order 15, § 1-13-930, filed 10/31/77, effective 12/1/77; Order 14, § 1-13-930, filed 7/28/77; Emergency Order 13, § 1-13-930, filed 6/16/77; Order 12, § 1-13-930, filed 5/9/77, effective 6/9/77.]

WAC 1-13-940 Form of order and transmittal by board, commission, or council (CR-10).

State of Washington

(name of governing body)

(name of institution)

Resolution No. ----- Administrative Order No. -----

(1) Be it resolved by the board of _____ of the (institution) acting at (place), that it does promulgate and adopt the annexed rules relating to:

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED _____, 19...

By _____

Title

[Form CR-10: Effective 12/1/77]

[Statutory Authority: RCW 28B.19.080, 34.04.055, 34.08.040 & chapters 28B.19, 34.04 RCW. 78-02-074 (Order 17), § 1-13-940, filed 1/26/78; Order 15, § 1-13-940, filed 10/31/77, effective 12/1/77; Order 14, § 1-13-940, filed 7/28/77; Emergency Order 13, § 1-13-940, filed 6/16/77; Order 12, § 1-13-940, filed 5/9/77, effective 6/9/77.]

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

This action is taken pursuant to Notice No. _____ filed with the code reviser on _____. Such rules shall take effect:

- ☐ pursuant to RCW 28B.19.050(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 WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

- ☐ (a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.
☐ (b) This rule is promulgated pursuant to RCW _____ which directs that the (institution) 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 (institution) as authorized in RCW _____

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

Title 4 WAC
ACCOUNTANCY, BOARD OF

Chapters

- 4-04 General provisions.
4-12 Qualifications and examination of candidates for certified public accountant.
4-20 Accountancy continuing education rules.

Chapter 4-04 WAC
GENERAL PROVISIONS

WAC

- 4-04-040 Repealed.
4-04-080 Repealed.
4-04-170 Repealed.
4-04-210 Fees for permit to practice accounting.
4-04-240 Repealed.
4-04-270 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 4-04-040 Registration limited to individuals and partnerships—Assumed name prohibited. [Regulation 04.040, effective 2/5/60.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-080 Professional service corporations designation. [Order PL-116, § 4-04-080, filed 12/14/71.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-170 Educational and experience requirements. [Order 234, § 4-04-170, filed 12/17/75; Order, § 4-04-170, filed 7/15/69.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-240 Annual fee for LPA license. [Order PL-230, § 4-04-240, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.
4-04-270 Annual fee for PA license. [Order PL-230, § 4-04-270, filed 11/17/75.] Repealed by 79-06-024 (Order PL 303), filed 5/15/79. Statutory Authority: RCW 18.04.070.