

levied pursuant to WAC 24-12-010. The date of the invoice shall be known as the billing date.

(2) Assessments not paid within twenty days from the billing date shall be delinquent. If the delinquent assessments are not paid within thirty-five days from the billing date, a notice of delinquency shall be sent to the dealer or handler involved with a copy to the district inspection office of the department of agriculture stating that if the delinquent assessments are not paid within forty-five days from the billing date the dealer or handler involved will thereafter be put on a cash basis until the delinquent assessments are paid, and that the *Compliance Certificate Book* will be removed by the department of agriculture, and if the delinquent assessments are not paid within sixty days from the billing date, inspection service will be withdrawn.

If at any time an account thereafter is again unpaid in the same crop year shipping season for more than thirty-five days from the billing date, the commission may, without further notice, immediately place the dealer or handler on a cash basis for the remainder of the crop year shipping season, or such shorter period as the commission may at its option specify, and the *Compliance Certificate Book* will be removed by the department of agriculture. If said subsequent delinquency shall continue more than sixty days from the billing date, inspection service will be withdrawn.

Once withdrawn, inspection service will be reinstated only upon mutual agreement of the department of agriculture and the commission and after all delinquent assessments have been paid.

(3) Delinquent assessments not paid within thirty-five days of the billing date shall bear interest at the maximum legal rate, not to exceed 1-1/2% per month, and in case of suit to collect said delinquent assessments, the prevailing party shall, in addition to any other relief granted, be allowed an attorneys fee in such amount as the court in its discretion deems reasonable, together with costs of suit. [Statutory Authority: RCW 15.24.070(1). 86-01-082 (Order 17), § 24-12-012, filed 12/18/85; 84-20-002 (Order 16), § 24-12-012, filed 9/20/84.]

WAC 24-12-090 Repealed. See Disposition Table at beginning of this chapter.

**Title 25 WAC
ARCHAEOLOGY AND HISTORIC
PRESERVATION, OFFICE OF**

Chapters

- 25-30 **Washington state heritage council.**
- 25-36 **Public records.**

Chapter 25-30 WAC

WASHINGTON STATE HERITAGE COUNCIL

WAC	
25-30-010	Purpose.
25-30-020	Definitions.
25-30-030	Description of purpose and staff.
25-30-040	Procedures.
25-30-050	Public records available.

WAC 25-30-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Washington state heritage council with the provisions of chapters 42.17 and 42.30 RCW in particular those sections which deal with procedures and meetings. [Statutory Authority: Chapter 27.34 RCW. 84-23-004 (Order 7), § 25-30-010, filed 11/8/84.]

WAC 25-30-020 Definitions. (1) Public records. "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 any state or local agency, regardless of physical form or characteristics.

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

(3) Washington state heritage council. The Washington state heritage council is the council established pursuant to RCW 27.34.030, and is hereinafter referred to as the "council."

(4) Office of archaeology and historic preservation. The office of archaeology and historic preservation is that agency established pursuant to RCW 27.34.210, and is hereinafter referred to as the "office." The office provides staff for the council.

(5) State historic preservation officer. The state historic preservation officer is that person appointed pursuant to RCW 27.34.030 to implement the purposes of that chapter, and hereinafter referred to as "SHPO."

(6) State historical agencies. State historical agencies are the four agencies identified in RCW 27.34.020. [Statutory Authority: Chapter 27.34 RCW. 84-23-004 (Order 7), § 25-30-020, filed 11/8/84.]

WAC 25-30-030 Description of purpose and staff. The council is of an advisory nature for the governor and the state historical agencies. Financial and administrative services including those related to budgeting, accounting, financial reporting, personnel and procurement shall be provided the council by the office. The administrative location of the council and that of its staff is at the Office of Archaeology and Historic Preservation, 111 West 21st Avenue, Olympia, Washington. The council meets at least quarterly. The meeting in the

third quarter will be the one at which the regular meeting schedule for the following year will be set. [Statutory Authority: Chapter 27.34 RCW. 84-23-004 (Order 7), § 25-30-030, filed 11/8/84.]

WAC 25-30-040 Procedures. The following is a statement of the general course and method followed in the conduct of the business of the council.

(1) The meetings of the council shall be carried out in accordance with *Roberts Rules of Order*.

(2) The agenda shall be developed in consultation with the directors of the state historical agencies and approval of the agenda shall rest with the chairman.

(3) Public participation is an aspect of all council meetings, and individuals are encouraged to offer their points of view. Depending on the number of individuals wishing to speak or the council's sense of the business it must conduct, the chairman may limit the time for comment to a reasonable period. [Statutory Authority: Chapter 27.34 RCW. 84-23-004 (Order 7), § 25-30-040, filed 11/8/84.]

WAC 25-30-050 Public records available. All public records of the council, as defined in WAC 25-30-020, are available for public inspection and copying at the office location described in WAC 25-30-030, pursuant to WAC 25-36-040 through 25-36-130, except as otherwise provided by RCW 42.17.310. [Statutory Authority: Chapter 27.34 RCW. 84-23-004 (Order 7), § 25-30-050, filed 11/8/84.]

Chapter 25-36 WAC PUBLIC RECORDS

WAC	Purpose.
25-36-010	Definitions.
25-36-020	Definitions.
25-36-030	Public records available.
25-36-040	Public records officer.
25-36-050	Office hours.
25-36-060	Requests for public records.
25-36-070	Copying.
25-36-080	Exemptions.
25-36-090	Review of denials of public records requests.
25-36-100	Protection of public records.
25-36-110	Communications.
25-36-120	Adoption of form.
25-36-130	Request for public record.

WAC 25-36-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Washington state heritage council with the provisions of RCW 42.17.250 through 42.17.320 dealing with public records. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-010, filed 11/8/84.]

WAC 25-36-020 Definitions. (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 any state or local agency, regardless of physical form or characteristic.

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

(3) "Heritage council" means the council established by RCW 27.34.030, hereinafter referred to as the "council."

(4) "State historic preservation officer" means that person appointed pursuant to RCW 27.34.210 to implement the purposes of that chapter, hereinafter referred to as "SHPO."

(5) "Office of archaeology and historic preservation" means the agency established by RCW 27.34.210, hereinafter referred to as the "office." [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-020, filed 11/8/84.]

WAC 25-36-030 Public records available. All public records of the office, as defined in WAC 25-36-020(1), are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 25-36-080. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-030, filed 11/8/84.]

WAC 25-36-040 Public records officer. The council's public records shall be in the charge of the public records officer designated by the SHPO. The person so designated shall be located in the office. The public records officer shall be responsible for the following: The implementation of council policy in regard to the release of public records, coordinating the staff of the office in this regard, and generally insuring staff compliance with the public disclosure requirements of chapter 1, Laws of 1973 (chapter 42.17 RCW). [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-040, filed 11/8/84.]

WAC 25-36-050 Office hours. Public records shall be available for inspection and copying during the customary office hours. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4 p.m., Monday through Friday, excluding legal holidays. All public records of the council are located at the Office of Archaeology and Historic Preservation, 111 West 21st, Olympia, Washington. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-050, filed 11/8/84.]

WAC 25-36-060 Requests for public records. In accordance with requirements of chapter 1, Laws of 1973, that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization and prevent excessive interference with essential functions of the agency, 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 procedure:

(1) A request shall be made in writing upon a form prescribed herein which shall be available at the location indicated in WAC 25-36-050. The form shall be presented to the public records officer, or to another designated member of the staff if the public records officer is not available, during customary office hours. The request shall include the following information:

(a) The name 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) An appropriate description of the record requested.

(2) The public records officer, or staff member assisting the member of the public making the request, will ascertain whether or not the information requested is exempt from public inspection and copying as outlined in WAC 25-36-080 and further defined in RCW 42.17.310. Included therein, but not limited to, are such exemptions as personal information that may violate the right of privacy of the individual, national defense information, certain aspects of real estate appraisals as outlined in (g) of said section, and other particular information.

(3) In all cases, it shall be the obligation of the public records officer, or staff member to whom the request is made, to:

(a) Locate the specific document(s) requested by the member of the public in the most timely manner possible;

(b) Assist the member of the public in appropriately identifying the public record requested;

(c) Protect and otherwise prevent damage to the public record being inspected and copied;

(d) Prevent disorganization of file folders or document containers;

(e) Remain in the company of the member of the public at all times during which a public document is being inspected, and provide the fullest assistance possible;

(f) Prevent excessive interference with the other essential functions of the agency. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-060, filed 11/8/84.]

WAC 25-36-070 Copying. No fee shall be charged for the inspection of public records. The office shall charge a fee of ten cents per page for photocopies for single and multiple page documents. This charge is the amount necessary to reimburse the office for its actual cost incident to such copying. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-070, filed 11/8/84.]

WAC 25-36-080 Exemptions. (1) The office reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 25-36-060 is exempt under the provisions of RCW 42.17.310.

(2) In addition, pursuant to RCW 42.17.260, the office reserves the right to delete identifying details when it makes available or publishes any public record in any cases where there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973 (chapter 42.17 RCW). The public records officer will justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-080, filed 11/8/84.]

WAC 25-36-090 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by rendering 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) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the SHPO or his designee. The SHPO shall immediately consider the matter and either affirm or reverse such denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the SHPO has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-090, filed 11/8/84.]

WAC 25-36-100 Protection of public records. Records are available for inspection and copying at the location and during office hours identified in WAC 25-36-050 and then only in the presence of an authorized employee of the office and with the aid and assistance of such an employee. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-100, filed 11/8/84.]

WAC 25-36-110 Communications. All communications with the council including but not limited to the submission of materials pertaining to its operation, the administration, or the enforcement of chapter 1, Laws of 1973, and these rules, requests for copies of decisions and other matters, shall be addressed as follows: Washington State Heritage Council, 111 West 21st Avenue, Olympia, WA 98504. [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-110, filed 11/8/84.]

WAC 25-36-120 Adoption of form. The office hereby adopts for use by all persons requesting inspection or copying or copies of its records, the form attached hereto as WAC 25-36-130, entitled "Request for public record." [Statutory Authority: Chapter 27.34 RCW. 84-23-005 (Order 8), § 25-36-120, filed 11/8/84.]

WAC 25-36-130 Request for public record.

To: Council Administrator
Washington State Heritage Council
111 West 21st Avenue
Olympia, WA 98504

Name of requestor: _____

Address of requestor: _____
(Street)

(City) (State) (Zip)

Date of request: _____
(Month) (Day) (Year)

Time of request: _____ AM
(PM)
(Hour)

What information is requested? _____

Are copies requested? _____

If so, how many? _____

Total pages _____

Fee charged _____ \$ _____

(Pages x \$ _____)

AGREEMENT TO PROTECT
RECORDS FROM USE FOR
A COMMERCIAL PURPOSE

I hereby agree that the list of individuals and/or information provided me by the _____ shall not be used for any commercial purpose by myself or by any organizations I represent. I will protect the list of individuals and/or information from access by anyone who may use it for purposes of contacting the individuals named therein or otherwise personally affecting them in furtherance of any profit-seeking activity.

Requestor

SUBSCRIBED AND SWORN TO before me this _____ day
of _____, 19 _____

NOTARY PUBLIC in and for
the State of Washington,
residing at _____

[Statutory Authority: Chapter 27.34 RCW. 84-23-005
(Order 8), § 25-36-130, filed 11/8/84.]

Title 36 WAC
BOXING COMMISSION

Chapters

- 36-08 Practice and procedure.
36-12 Boxing and wrestling.

Reviser's note: The name of the Athletic Commission has been changed to the Boxing Commission, effective May 19, 1981, by Governor Spellman, Directive A-81-7 and chapter 67.08 RCW.

Chapter 36-08 WAC
PRACTICE AND PROCEDURE

- WAC
36-08-010 Appearance and practice before commission—Who may appear.
36-08-590 Forms.

WAC 36-08-010 Appearance and practice before commission—Who may appear. No person may appear in a representative capacity before the Washington state boxing commission or its designated hearing officer other than the following:

- (1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.
(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation. [Statutory Authority: 1981 c 337. 84-16-035 (Order 84-1), § 36-08-010, filed 7/26/84; Rule .08.010, filed 3/17/60.]

WAC 36-08-590 Forms. Any interested person petitioning the commission for a declaratory ruling pursuant to RCW 34.04.080, shall generally adhere to the following form for such purpose.

At the top of the page shall appear the wording "before the Washington state boxing commission." On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for a declaratory ruling." Opposite the foregoing caption shall appear the word "petition."

The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party. The second paragraph shall state all rules or statutes that may be brought into issue by the petition. Succeeding paragraphs shall set out the state of facts relied upon in form similar to that applicable to complaints in civil actions before the superior courts of this state. The concluding paragraphs shall contain the prayer of the petitioner. The petition shall be subscribed and verified in the