WAC 210-01-010 Promulgation. The state finance committee, after due and proper notice, and pursuant to the provisions of chapter 294, Laws of 1986, hereby adopts and promulgates the following rules and regulations, effective July 1, 1986.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210--01--010, filed 6/19/86.]

WAC 210-01-020 Definitions. Unless the context requires otherwise:

(1) "Local government investment pool" or "pool" means the aggregate of all funds from political subdivisions that are placed in the custody of the state treasurer for investment and reinvestment.

(2) "Pool participant" means any county, city, town, municipal corporation, political subdivision, or special purpose taxing district in the state.

(3) "Local government official" means any officer or employee of a political subdivision who has been designated by statute or by local charter, ordinance, or resolution as the officer having the authority to invest the funds of the political subdivision.

(4) "Funds" means public funds under the control of or in the custody of any local government official by virtue of the official's authority that are not immediately required to meet current demands.

(5) "Financial institution" means a qualified public depository as defined in RCW 39.58.010.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210--01--020, filed 6/19/86.]

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by electronic funds transfer to an account designated by
the state treasurer. It is the responsibility of each pool
participant to pay any bank charges associated with such
electronic transfers to the office of the state treasurer.
Failure to wire funds by a pool participant (after notifi-
cation to the state treasurer of an intended transfer) will
result in a bank overdraft in the state treasurer's bank
account. Bank penalties for overdrafts will be assessed to
those pool participants responsible for the overdraft.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-080, filed 6/19/86.]

WAC 210-01-090 Withdrawal procedures. A pool
participant, in order to withdraw funds from the pool,
must notify the state treasurer by 9:00 a.m. of the day
on which the withdrawal will take place. Each local
government entity participating in the pool shall file
with the state treasurer a letter designating the financial
institutions at which funds withdrawn from the pool shall
be deposited. This letter shall contain the name of the
financial institution, location of the financial institution,
account number to which funds will be deposited and
account name. This letter shall be signed by local offi-
cials authorized to receive and disburse funds, as de-
dscribed in WAC 210-01-030. Disbursements from the
pool will be by electronic funds transfer. Failure of the
state treasurer to wire funds to a pool participant (after
proper notification to the state treasurer to disburse
funds to a pool participant) may result in a bank over-
draft in the pool participant's bank account. The state
treasurer will reimburse pool participants for such bank
overdraft penalties charged to the participant's bank
account.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-090, filed 6/19/86.]

WAC 210-01-100 Interest earnings credit. Interest
earnings on funds deposited in the local government in-
vestment pool will be credited to each pool participant's
account in the pool on the last day of the month in
which the interest income was earned. These funds may
be left on deposit and earn interest at the discretion of
each pool participant.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-100, filed 6/19/86.]

WAC 210-01-110 Reporting requirements. The state
treasurer will provide to each pool participant a
statement showing that participant's beginning balance,
deposits, withdrawals, administrative charges, earnings
rate, earnings, and ending balance for the calendar
month.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-110, filed 6/19/86.]

WAC 210-01-120 Administrative fees. The state
treasurer will charge a fee for the administration of the
local government investment pool. This fee will be set in
a manner that will allow the state treasurer to recover
costs associated with the pool. The fee will be based on
the average daily balance of the funds deposited in the
pool. Each participant will pay a proportionate share of
the pool's expenses based upon its share of the total
pool's assets. The fee will be expressed as a percentage
of the average daily funds on deposit in the pool for a
specified period. This fee will be charged against each
participants earnings prior to the credit of those earn-
ings. For fiscal year 1987 the administrative fee will be
set at one quarter of one percent. The administrative fee
for following fiscal periods will be adjusted to reflect ac-
tual experience.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-120, filed 6/19/86.]

WAC 210-01-130 Portfolio management. The state
treasurer shall have sole responsibility in the setting of
investment strategy for the local government investment
pool. Any investments made hereunder shall be made
with the exercise of that degree of judgement and care,
under circumstances then prevailing, which men of pru-
dence, discretion, and intelligence exercise in the man-
agement of their own affairs, not for speculation but for
investment, considering the probable income to be de-
erved.

[Statutory Authority: 1986 c 294. 86-14-002 (Resolution No. 639), § 210-01-130, filed 6/19/86.]

Chapter 210-06 WAC
PUBLIC RECORDS

WAC
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WAC 210-06-010 Purpose. The purpose of this
chapter shall be to ensure compliance by the state fi-
cance committee with the provisions of chapter 1, Laws
of 1973 (Initiative 276), Disclosure—Campaign fi-
nances—Lobbying—Records; and in particular with §§
25-32 of that act, dealing with public records.
[Order XII, § 210-06-010, filed 11/28/73.]

WAC 210-06-020 Definitions. (1) PUBLIC RECORDS.
"Public record" includes any writing containing infor-
mation relating to the conduct of governmental or pro-
prietary function prepared, owned, used or retained by
any state or local agency regardless of physical form or
characteristics.
(2) WRITING. *Writing means handwriting, typewrit-
ing, printing, photostating, photographing, and every

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other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all paper, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents."

(3) STATE FINANCE COMMITTEE. The state finance committee is the committee established by chapter 43.33 RCW. The state finance committee shall hereinafter be referred to as the "committee." Where appropriate, the term state finance committee also refers to the staff and employees of the committee.

[Order XII, § 210-06-020, filed 11/28/73.]

WAC 210-06-030 Description of central and field organization of the state finance committee. (1) STATE FINANCE COMMITTEE. The state finance committee is a state agency empowered to perform all duties prescribed by law with respect to the investment of trust and public funds. The administrative offices of the state finance committee and its staff are located at 314 Insurance Building, Olympia, Washington.

[Order XII, § 210-06-030, filed 11/28/73.]

WAC 210-06-040 Operations and procedures. The state finance committee is charged with the duty to invest certain trust and public funds, as set forth in RCW 43.33.020, 43.33.025, 43.33.030, 51.44.100, and sections 12, 14, 15 and 16, chapter 103, Laws of 1973 1st ex. sess.

[Order XII, § 210-06-040, filed 11/28/73.]

WAC 210-06-050 Public records available. All public records of the state finance committee as defined in WAC 210-06-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973, and WAC 210-06-020.

[Order XII, § 210-06-050, filed 11/28/73.]

WAC 210-06-060 Public records officer. The state finance committee's public records shall be in the charge of the public records officer designated by the agency. The person so designated shall be located in the administrative office of the agency. The public records officer shall be responsible for the following: The implementation of the state finance committee's rules and regulations regarding release of public records, coordinating the staff of the committee in this regard, and generally insuring compliance by the staff with the public records disclosures requirements of chapter 1, Laws of 1973.

[Order XII, § 210-06-060, filed 11/28/73.]

WAC 210-06-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the state finance committee. 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 4:00 p.m., Monday through Friday excluding legal holidays.

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a brief explanation of how the exemption applies to the record withheld.

[Order XII, § 210–06–100, filed 11/28/73.]

WAC 210–06–110 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 tendering 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 executive secretary of the committee. The executive secretary shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the state finance committee as soon as legally possible to review the 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 system has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order XII, § 210–06–110, filed 11/28/73.]

WAC 210–06–120 Records index. (1) INDEX. The committee has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972:

"(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, statute and the constitution which have been adopted by the agency;
"(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 agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency 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) AVAILABILITY. The current index promulgated by the committee shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Order XII, § 210–06–120, filed 11/28/73.]

WAC 210–06–130 State finance committee address. All communications with the committee including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the committee's decisions and other matters, shall be addressed as follows: State Finance Committee, c/o Public Records Officer, 314 Insurance Building, Olympia, Washington 98504.

[Order XII, § 210–06–130, filed 11/28/73.]

WAC 210–06–140 Adoption of form. The committee hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for public record."

[Order XII, § 210–06–140, filed 11/28/73.]

WAC 210–06–990 Appendix A--Form--Request for public records.

APPENDIX A
REQUEST FOR PUBLIC RECORDS

Name of Requestor:
Address:
Date of Request:
Nature of Request:
Phone:
Time of Request:

1. Index Reference
2. If not identifiable by reference to the index, then describe the document(s) in detail

For Office Use Only:

(1) Request Granted D Record Withheld D
(2) If withheld, name the exemption contained in § 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 XII, Form (codified as WAC 210–06–990), filed 11/28/73.]

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