Title 446 WAC
STATE PATROL

Chapter 446-10 Public records.

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PUBLIC RECORDS

WAC
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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

446-10-020 Definitions. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-020, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-060 Public records officer. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-060, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-070 Office hours. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-070, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-120 Protection of public records. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-120, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-130 Records index. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-130, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-140 Request for information. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-140, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].
446-10-150 Adoption of form. [Statutory Authority: RCW 42.17.250, 79-04-037 (Order 79-2), § 446-10-150, filed 3/23/79.] Repealed by 07-04-039, filed 1/30/07, effective 3/2/07. Statutory Authority: RCW 42.56.040 through 46.56.570 [42.56.570].

WAC 446-10-010 Authority and purpose. (1) RCW 42.56.070(1) requires each agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public record" to include 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 agency. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act (the act), that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures the Washington state patrol shall follow in order to provide full access to public records. These rules provide information to persons wishing to request access to public records of the Washington state patrol and establish processes for both requestors and Washington state patrol staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the act, the Washington state patrol shall be guided by the provisions of the act describing its purposes and interpretation.

WAC 446-10-030 Description of central and field organizations of the Washington state patrol. (1) The Washington state patrol is a law enforcement agency. The Washington state patrol is headquartered in the General Administration Building, 210 - 11th Avenue S.W., Olympia, Washington 98504. The department has eight district headquarters with working addresses as follows:

District I - 2502 112th Street East, Tacoma 98445-5104
District II - 2803 - 156th Avenue S. E., Bellevue 98007
District III - 2715 Rudkin Road, Union Gap 98903
District IV - West 6403 Rowand Road, Spokane 99204-5300
District V - 11018 N.E. 51st Circle, Vancouver 98682-3812
District VI - 2822 Euclid Avenue, Wenatchee 98801-5916
District VII - 2700 116th Street N.E., Marysville 98271-9425
District VIII - 4811 Werner Road, Bremerton 98312-3333

(2) Any person wishing to request access to public records of the Washington state patrol, or seeking assistance in making such a request, shall contact the public records officer of the Washington state patrol:

Public Records Officer
Washington State Patrol
P.O. Box 42631
Olympia, WA 98504
Phone: 360-753-5467
Fax: 360-753-0234
E-mail: pubrecs@wsp.wa.gov

Information is also available at the Washington state patrol’s web site at http://www.wsp.wa.gov/.

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(3) The public records officer shall oversee compliance with the act, but another Washington state patrol staff member may process the request. Therefore, these rules shall refer to the public records officer "or designee." The public records officer or designee and the Washington state patrol shall provide the "fullest assistance" to requestors; create and maintain for use by the public and Washington state patrol officials an index to public records of the Washington state patrol; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the Washington state patrol.

WAC 446-10-050 Availability of public records. (1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours of the Washington state patrol; 8:00 a.m. to noon, and 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. Records must be inspected at the offices of the Washington state patrol.

(2) Records index. An index of public records is available for use by members of the public. The index includes a list of current manuals of the Washington state patrol, a current list of laws, other than those listed in chapter 42.56 RCW, that exempts or prohibits disclosure of specific information or records, and current Washington Administrative Code agency rules. The index may be accessed on-line at www.wsp.wa.gov/, or at any public Washington state patrol office.

(3) Organization of records. The Washington state patrol shall maintain its records in a reasonably organized manner. The Washington state patrol shall take reasonable actions to protect records from damage and disorganization. A requestor shall not take Washington state patrol records from Washington state patrol offices without the permission of the public records officer or designee. Records may be available on the Washington state patrol web site at www.wsp.wa.gov/. Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

(4) Making a request for public records.

(a) Any person wishing to inspect or obtain copies of public records of the Washington state patrol shall make the request in writing using the Washington state patrol request form, or by letter, fax, or e-mail addressed to the public records officer. Each request should include the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and/or any e-mail address; and
- Identification of the public records adequate for the public records officer or designee to locate the records.

(b) If the requestor wishes to inspect rather than obtain copies of records, they shall indicate this preference in their request. Pursuant to WAC 446-10-090, standard photocopies shall be provided at fifteen cents per page, plus postage.

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(b) The requestor must claim or review the assembled records within thirty days of the Washington state patrol's notification to him or her that the records are available for inspection or copying. The agency shall notify the requestor in writing of this requirement and inform the requestor that he or she is to contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the Washington state patrol may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which may be processed as a new request.

(7) Providing copies of records. After inspection is complete or in lieu of inspection, the public records officer or designee shall make the requested copies or arrange for copying and provide them to the requestor.

(8) Providing records in installments. When the request is for a large number of records, the public records officer or designee may provide access for inspection and copying in installments, if he or she reasonably determines that it would be more practical to provide the records in that way. If, within thirty days, the requestor fails to inspect one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

(9) Completion of inspection. When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee shall indicate that the Washington state patrol has completed the request and provided all available (nonexempt) records.

(10) Closing withdrawn or abandoned request. When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer shall close the request and indicate to the requestor that the Washington state patrol has closed the request.

(11) Later discovered documents. If, after the Washington state patrol has informed the requestor that it has provided all available records, the Washington state patrol becomes aware of additional responsive documents existing at the time of the request, it shall promptly inform the requestor of the additional documents and provide them on an expedited basis.

WAC 446-10-090 Costs for providing copies of public records. (1) Costs for paper copies. There is no fee charged for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page. Before beginning to make copies, the public records officer or designee may estimate costs of copying the records, and may require a deposit of up to ten percent of all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The Washington state patrol shall not charge sales tax when it makes copies of public records.

(2) Costs for electronic records. The cost of electronic copies of records shall be the actual cost of the CD, DVD, audio or video tape, or disc.

(3) Costs of mailing. The Washington state patrol may also charge actual costs of mailing, including the cost of the shipping container.

(4) Payment. Payment may be made by check or money order only, payable to the Washington state patrol.

WAC 446-10-100 Exemptions. (1) The Public Records Act, chapter 42.56 RCW, provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. A list of statutes containing exemptions, outside the Public Records Act, that restrict the availability of some documents held by Washington state patrol for inspection and copying can be found in the Washington state patrol public records index which is available on-line at www.wsp.wa.gov/ or at any Washington state patrol public office.

(2) The Washington state patrol is prohibited by statute from disclosing lists of individuals for commercial purposes.

WAC 446-10-110 Review of denials of public records. (1) Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The petition shall include a copy of, or reasonably identify, the written statement by the public records officer or designee denying the request.

(2) Consideration of petition for review. The public records officer shall promptly provide the petition and any other relevant information to the chief or designee. The chief or designee shall immediately consider the petition and either affirm or reverse the denial within two business days following the Washington state patrol's receipt of the petition, or within such other time as the Washington state patrol and the requestor mutually agree upon.

(3) Review by the attorney general's office. Pursuant to RCW 42.56.530, if the Washington state patrol denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160.

(4) Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative approval.