Chapter 294-04 WAC
PUBLIC RECORDS ACCESS

WAC

294-04-010	Purpose of chapter.
294-04-020	Public records available.
294-04-030	"Public record" defined.
294-04-040	Protection of public records.
294-04-050	Requests for public records.
294-04-060	Copying.
294-04-070	Address for communications.
294-04-080	Expiration.

WAC 294-04-010 Purpose of chapter. The purpose of this chapter shall be to ensure compliance by the land use study commission (hereinafter referred to as the "commission"), including its members and staff, with the provisions of chapter 42.17 RCW (Initiative 276), and in particular with RCW 42.17.250 through 42.17.320 dealing with public records.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-010, filed 12/19/96, effective 1/19/97.]

WAC 294-04-020 Public records available. All public records of the commission as defined in WAC 294-04-030 are available for public inspection and copying at the Land Use Study Commission, Ninth and Columbia Building, Olympia, Washington 98504, pursuant to these rules, except as otherwise provided by RCW 42.17.310.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-020, filed 12/19/96, effective 1/19/97.]

WAC 294-04-030 "Public record" defined. "Public record" means any paper, correspondence, completed form, record book, photograph, map, or drawing, regardless of physical form or characteristics, and including records stored on magnetic, electronic, or optical media, and including all copies thereof, that have been made by the commission or received by it in connection with the transaction of public business.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-030, filed 12/19/96, effective 1/19/97.]

WAC 294-04-040 Protection of public records. It is the policy of the commission, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the commission, that original copies of records shall not be removed from a commission office by anyone other than a staff member or other officially authorized person unless special circumstances make the removal necessary or desirable, and protection of the record is reasonably assured. Before such removal is allowed a receipt itemizing the contents of the record and giving the address and telephone number of the place where it will be kept shall be signed by the person taking the record and approved in writing by the person in charge of the office or division responsible for the record.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-040, filed 12/19/96, effective 1/19/97.]

WAC 294-04-050 Requests for public records. Public records may be inspected or copied or copies of such records may be obtained consistent with chapter 42.17 RCW (unreasonable invasions of privacy, protection from damage/disorganization, and excessive interference) by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing which shall be presented to the commission staff. 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) A reference to the requested record as it is described in any current index, if the matter requested is referenced within indexes;

(e) An appropriate description of the record requested, if the requested matter is not identifiable in the indexes.

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

(3) Commission staff shall respond to a request in a reasonable period of time, taking into account the nature and number of documents requested.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-050, filed 12/19/96, effective 1/19/97.]

WAC 294-04-060 Copying. The land use study commission may charge a fee of ten cents per page for providing copies of public records and for use of the office's copy equipment.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-060, filed 12/19/96, effective 1/19/97.]

WAC 294-04-070 Address for communications. All requests for information, documentation, etc., should be submitted to the:

Land Use Study Commission
Department of Community, Trade,
and Economic Development
P.O. Box 48300
Olympia, Washington 98504-8300
(360) 586-1274

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-070, filed 12/19/96, effective 1/19/97.]

WAC 294-04-080 Expiration. WAC 294-04-010 through 294-04-070 shall expire on the date the commission expires, as provided in RCW 90.61.900.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. 97-02-002, § 294-04-080, filed 12/19/96, effective 1/19/97.]