Chapter 335-06 WAC
PUBLIC RECORDS

WAC 335-06-010 Purpose. The purpose of this chapter is to implement the requirements of sections 25 through 32, chapter 1, Laws of 1973 (RCW 42.17.250 - 42.17.320) relating to public records.

[Statutory Authority: RCW 43.200.070. WSR 84-14-001 (Order 84-2, Resolution No. 84-12), § 335-06-010, filed 6/22/84.]

WAC 335-06-020 Definitions. (1) The terms "person," "public record," and "writing" shall have the meanings as stated in RCW 42.17.020.
(2) "Board" means the nuclear waste board.
(3) "Department" means the department of ecology.
(4) "Director" means the director of the department.
(5) "Office" means the office of high-level nuclear waste management, a division of the department to which the administration of the board has been delegated.
(6) "Program director" means the director of the office.
(7) "Public records officer" means the records manager of the office.
(8) "Designee" means the employee of the department designated by the program director or the public records officer to serve as the public records officer at the office in the absence of the officer.

[Statutory Authority: RCW 43.200.070. WSR 84-14-001 (Order 84-2, Resolution No. 84-12), § 335-06-020, filed 6/22/84.]

WAC 335-06-030 Description of organization. (1) The office of the board and the program director is located at 5826 Pacific Avenue, Lacey, Washington. The mailing address is:

Office of High-Level Nuclear Waste Management
Department of Ecology
PV-11
Olympia, Washington 98504

(2) The administrative duties of the board have been delegated to the department, to be conducted through the department's office of high-level nuclear waste management managed by the program director in a memorandum of understanding between the board and the department.

(3) The board functions through regular and special meetings held in accordance with chapter 42.30 RCW and pursuant to bylaws of the board.

(6/22/84)
(2) All requests made in person may be made at the office between the hours of 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

(3) A request for inspection or copying of public records may be made by mail in a letter containing the following information:
   (a) The name and address of the person making the request;
   (b) The time of day and calendar date on which the person wishes to inspect the public records;
   (c) A description of the public records requested;
   (d) A statement whether access to copying equipment is desired;
   (e) A phone number where the person can be reached in case the public records officer or designee needs to contact the person for further description of the material or any other reason.
   (f) A statement that the record will not be used for commercial purposes.

   (4) All requests by mail should be received by the office at least three business days before the requested date of inspection to allow the public records officer or designee to make certain the requested records are available and not exempt and, if necessary, to contact the person requesting inspection.

   (5) The office may in its discretion fill requests made by telephone.

WAC 335-06-070 Fees. No fee shall be charged for the inspection of public records. For printed, typed, and written material of a maximum size of 8 1/2" by 14", the office shall charge a reasonable fee, determined from time to time by the board, for providing copies of public records and for use of the office's copy equipment, payable at the time copies are furnished. This charge is the amount necessary to reimburse the office for its actual costs incident to such copying and shall not exceed 20 cents per copy. For copies from microfilm, the charge shall not exceed 40 cents per copy. Copies of maps, photos, reports, and other nonstandard items shall be furnished at the regular price established by the board. When other special copy work for nonstandard items is requested, the fee charged will reflect the actual costs incident to such copying.

WAC 335-06-080 Statement of reason for denial of public records request. When the office refuses, in whole or in part, a written request for inspection of any public record, it shall include a statement of the specific exemption authorizing the refusal and a brief explanation of how the exemption applies to the record withheld.

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