Chapter 434-610 WAC
DEFINITIONS

WAC 434-610-010 "Agency" defined. "Agency" means any department, office, commission, board, or division of state government; and any county, city, district, or other political subdivision or municipal corporation or any department, office, commission, court, or board or any other state or local government unit, however designated.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-010, filed 1/21/93, effective 2/21/93.]

WAC 434-610-020 "Public record" defined. "Public records" 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 any agency or retained by the state or local government regardless of physical or retained by the state or local government unit, however designated.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-020, filed 1/21/93, effective 2/21/93.]

WAC 434-610-025 "Writing" defined. "Writing" means handwriting, typewriting, printing, photostatting, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sound, symbols, or combinations thereof, and all papers, maps, magnetic tape, punched cards, discs, drums, and other documents.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-025, filed 1/21/93, effective 2/21/93.]

WAC 434-610-030 "Records classification" defined. "Records classification" means the designation of a record as either an official public record or as an office file and memorandum, as those terms are defined by RCW 40.14.010 and by these regulations.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-030, filed 1/21/93, effective 2/21/93.]
WAC 434-610-090  "Archival records" defined.
"Archival records" means those public records of state and local government agencies which are determined by the state archivist as having continued historical value, must be permanently preserved and have been or may be transferred to the custody of the division of archives after their approved retention has been met.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-090, filed 1/21/93, effective 2/21/93.]

WAC 434-610-100  "Retention schedule" defined.
"Retention schedule" means a compilation of records of an office by name and description which indicates the length of time each record series must be retained and authorizing its disposition.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-100, filed 1/21/93, effective 2/21/93.]

WAC 434-610-110  "Scheduled records" defined.
"Scheduled records" are those public records which have been inventoried in accord with these regulations and approved for disposition and/or transfer to the records center but remain under the jurisdiction of the agency of origin.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-110, filed 1/21/93, effective 2/21/93.]

WAC 434-610-120  "Division records" defined.
"Division records" are those records pertaining to the operations of the division of archives and records management.

[Statutory Authority: Chapter 40.14 RCW. WSR 93-04-001, § 434-610-120, filed 1/21/93, effective 2/21/93.]