

WAC 200-01-040 Processing of public records requests—Request.

(1) Any person wishing to inspect or copy public records of DES may submit the request in writing using the department's request form, or by letter, fax, or email addressed to the public records officer. The request should include the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any email address;
- Identification of the public records adequate for the public records officer to locate the records; and
- The date and time of day of the request.

(2) If the requestor wishes to have copies of the records made instead of inspecting them, he or she should so indicate. Costs will be assessed in compliance with WAC 200-01-075.

(3) A request form is available for use by requestors at the office of the public records officer and online at <http://www.des.wa.gov>.

(4) The public records officer may accept public records requests by telephone or in person; however, the requesting party may be asked to reduce the request to writing. In the alternative, the public records officer may confirm receipt of the request and restate the substance of the request in writing.

[Statutory Authority: RCW 43.19.011 and chapter 42.56 RCW. WSR 12-02-004, § 200-01-040, filed 12/22/11, effective 1/22/12.]