

**WAC 243-01-100 Responses to requests for public records.** Within five business days of receiving a public records request, the board must respond by either:

(1) Providing the records;

(2) Denying the public records request; or

(3) Acknowledging that the board has received the request and providing a reasonable estimate of the time the board will require to respond to the request.

Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public records request that is unclear, the board may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the board need not respond to it.

[Statutory Authority: RCW 42.17.250. WSR 95-23-058, § 243-01-100, filed 11/15/95, effective 12/16/95.]