

WAC 296-06-110 Requesting public records. (1) You can request an inspection or copy of the department's public records by either:

- Making a request at any of the department's service locations;

or

- Sending a written request to the L&I public disclosure unit at:
Department of Labor & Industries
Public Disclosure Unit
Post Office Box 44632
Olympia, WA 98504-4632

Note: If you make an oral request, the department may put your request in writing and give or send a copy of it to you for confirmation or written correction.

(2) Written requests must include the following:

- The requestor's name.
- The date the request is being made.
- A description of the requested records, including the title, subject matter, date the records were made, and any other identifying information.
- A signed statement that the material will not be used for commercial purposes, if the requested material includes a list of individuals.

Note: Department staff will assist the requestor in identifying records if needed. If the request is not clear, the department will ask for clarification. If no clarification is received, the department will not respond. The department shall not deny a request for identifiable public records solely on the basis that the request is overbroad.

(3) Records that are protected by an individual's rights to privacy will not be released until the authorization described in WAC 296-06-080 is submitted, with the written request, to the department.

[Statutory Authority: RCW 42.17.260(1), 42.17.320, 42.17.290, and 2005 c 483. WSR 05-13-151, § 296-06-110, filed 6/21/05, effective 7/22/05. Statutory Authority: RCW 51.04.020(4) and 51.04.030. WSR 90-07-004, § 296-06-110, filed 3/9/90, effective 4/9/90; Order 76-27, § 296-06-110, filed 9/28/76; Order 73-12, § 296-06-110, filed 7/31/73.]