

**WAC 323-10-020 Agency description—Contact information—Public records officer.** (1) The military department is the agency established by law pursuant to the provisions of Title 38 RCW. The headquarters building of the military department and its staff are located at: 1 Militia Drive, Building 1, Camp Murray, Washington, 98430.

(2) Any person wishing to request access to public records of the military department, or seeking assistance in making such a request should contact the public records officer of the military department:

Public Records Officer  
Washington Military Department  
Building 1  
Camp Murray, WA 98430  
Phone: 253-512-8110  
Email: public.records@mil.wa.gov

Information and public records are also available at the military department web site at <http://www.mil.wa.gov>. Requestors are encouraged to view the information and documents available on the web site prior to contacting the records officer.

(3) The public records officer will oversee compliance with the act but another military department staff member may process the request. Therefore, these rules will refer to the public records officer "or designee." The public records officer or designee and the military department will provide the fullest assistance to requestors, create and maintain for use by the public and military department officials an index to public records of the military department, protect public records from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the military department.

[Statutory Authority: RCW 42.56.010 and 42.56.100. WSR 12-09-089, § 323-10-020, filed 4/18/12, effective 5/19/12; § 323-10-020, filed 2/13/74.]