

**WAC 182-04-023 Public records—How to submit.** (1) Public records requests should be made in writing. The agency accepts public records requests:

(a) Made orally by telephone or in person; or  
(b) Sent by email, fax, mail, hand delivery, or commercial delivery.

(2) A public records request form is available on the agency web site or by contacting the agency's public records officer.

(3) If the agency's form is not used, the public records request should include:

(a) The requestor's name and contact information;  
(b) The date of the request;  
(c) A detailed description of an identifiable record, as described in RCW 42.56.080(1);  
(d) The requestor's preferred format and delivery method for the requested records; and  
(e) Any factors the requestor would like the agency to consider when deciding whether not to charge for or reduce the costs to copy and deliver the records.

(4) The agency may ask a person requesting a public record for personal identification when a law allows a record to be disclosed only to a specific person.

(5) The public records officer or designee assists requestors with identifying the public records requested, if necessary.

[Statutory Authority: RCW 41.05.021, 41.05.160 and 2017 c 304. WSR 18-07-067, § 182-04-023, filed 3/16/18, effective 4/16/18.]