

WAC 246-237-101 Form of records. Each record required by this chapter must be legible throughout the retention period specified by department rule. The record may be the original or a reproduced copy or a microform, provided the copy or microform is authenticated by authorized personnel and the microform is capable of producing a clear copy throughout the required retention period. The record may also be stored in electronic media with the capability of producing legible, accurate, and complete records during the required retention period. Records such as letters, drawings, and specifications, must include all pertinent information such as stamps, initials, and signatures. The licensee shall maintain adequate safeguards against tampering with, and loss of, records.

[Statutory Authority: RCW 70.98.050 and 70.98.110. WSR 16-13-079, § 246-237-101, filed 6/14/16, effective 7/15/16.]