

**WAC 256-20-020 Eastern Washington state historical society description—Contact information—Public records officer.** (1) Any person wishing to request access to public records of eastern Washington state historical society, or seeking assistance in making such a request, should contact the public records officer of the eastern Washington state historical society:

Public Records Officer  
Eastern Washington State Historical Society  
2316 W 1st Avenue  
Spokane, WA 99201  
Phone: 509-456-3931  
Email: themac@northwestmuseum.org

Information is also available at the eastern Washington state historical society's web site at <http://www.northwestmuseum.org/>.

(2) The public records officer will oversee compliance with the act but another eastern Washington state historical society 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 eastern Washington state historical society will provide the "fullest assistance" to requestors; create and maintain for use by the public and eastern Washington state historical society officials an index to public records of the eastern Washington state historical society; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the eastern Washington state historical society.

[Statutory Authority: Chapter 27.34 RCW, RCW 42.56.040, 27.34.070, and 43.21C.120. WSR 17-07-057, § 256-20-020, filed 3/11/17, effective 4/11/17.]